



## Important Information

**Read before submitting your registration.**

- Before registering for the exam, please contact the State Board of Behavioral Health Licensure (BBHL) 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 State Board of Behavioral Health Licensure (BBHL) 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 State Board of Behavioral Health Licensure (BBHL) approximately four weeks after the last day of the testing week. Check with the State Board of Behavioral Health Licensure (BBHL) 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?

Tel: 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. This examination fee is **nonrefundable and nontransferable**. This fee is in **addition** to the \$145 licensure application fee you submitted to the BBHL.
- 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 before the expiration date on your eligibility letter.
- Special accommodation requests must be sent to the State Board of Behavioral Health Licensure (BBHL) along with supporting documentation from a qualified professional 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 State Board of Behavioral Health Licensure (BBHL)

### 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 State Board of Behavioral Health Licensure (BBHL) and all of the materials listed 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. Have you been approved by the State Board of Behavioral Health Licensure for special accommodations?  Yes  No
10. Have you previously taken the NCE?  Yes  No If "Yes," indicate date(s): \_\_\_\_\_
11. Master's Degree Granting Institution: \_\_\_\_\_

*I understand that I am taking the NCE as part of the Oklahoma state licensing requirements and approval to take the NCE or the receipt of a passing score does not demonstrate that Oklahoma state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the State Board of Behavioral Health Licensure with examination results. Use of the NCE scores for licensure in other states cannot occur until licensure is granted in Oklahoma. 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.*

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 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 Oklahoma licensure should be directed to:

State Board of Behavioral Health Licensure (BBHL)  
3815 N. Santa Fe, Suite 110  
Oklahoma City, OK 73118

Telephone: 405-522-3696

Fax: 405-522-3691

Web site: <http://pcl.health.ok.gov>

All questions and requests for information about the Oklahoma licensure examination program and the National Counselor 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

Candidates must receive approval from the State Board of Behavioral Health Licensure (BBHL) before testing. If approved, you will receive a Licensure Examination Registration Form and eligibility letter. Send the completed form and the examination fee (\$195) and a copy of your eligibility letter to CCE. This fee is in **addition** to the \$145 licensure application fee you submitted to the BBHL. (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 State Board of Behavioral Health Licensure (BBHL), 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 Oklahoma; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The three sites in Oklahoma are in Norman, Oklahoma City and Tulsa.

#### EXAMINATION SCHEDULE FOR 2016

**December 7–19, 2015**

**January 4–16**

**February 8–20**

**March 7–19**

**April 4–16**

**May 2–21**

**June 6–25**

**July 5–23**

**August 8–20**

**September 6–20**

**October 3–15**

**November 7–19**

**December 5–17**

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 must wait at least three months from your test date before you can retest. The actual retest date will depend on the monthly testing schedule and site availability. You will need to submit a new registration form and examination fee (\$195). Contact the State Board of Behavioral Health Licensure (BBHL) for the registration form.

#### SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the State Board of Behavioral Health Licensure (BBHL) 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 Oklahoma licensure process, please contact the State Board of Behavioral Health Licensure (BBHL) for more information.