

## Important Information

Read before submitting your registration.

Individuals interested in registering for the state licensure examinations can now submit their information and payment online.

### How to access and register online

1. Go to NBCC's website at [www.nbcc.org](http://www.nbcc.org)
2. Choose the "ProCounselor Login" tab (top right of the page).
3. Select "Register to Take an NBCC Exam for State Licensure."
4. To advance, all line item headers in **bold** must be completed.
5. The approval letter is required. Candidates must scan and upload the approval letter before they can proceed to the next page.
6. Credit card payment is required to complete registration.
7. Candidates are required to provide an electronic signature.
8. Once all the mandatory information has been completed and credit card payment submitted, the state licensure facilitators will receive the candidate's registration.

### Will paper registrations still be available?

Yes, but only by request. Requests should be sent by e-mail to me at [lee@cce-global.org](mailto:lee@cce-global.org). Only money orders will be accepted for paper registration requests. Checks or credit cards will no longer be accepted.

- Your exam registration is valid for 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 Nebraska Board of Mental Health Practice 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 Nebraska Board of Mental Health Practice approximately four weeks after the last day of the testing week. Check with the Nebraska Board of Mental Health Practice 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?

Telephone: 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

## EXAMINATION SUPPLEMENT

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

This is a supplement to the NCE/NCMHCE 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 Nebraska licensure should be directed to:

Licensure Unit  
PO Box 94986 Lincoln,  
NE 68509-4986.  
Telephone: 402-471-4900  
Fax: 402-742-1106  
Web site: [http://dhhs.ne.gov/publichealth/Pages/crl\\_mhcs\\_mental\\_mentalindex.aspx](http://dhhs.ne.gov/publichealth/Pages/crl_mhcs_mental_mentalindex.aspx)

All questions and requests for information about the Nebraska licensure 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

You must receive approval from the Nebraska Board of Mental Health Practice before testing. If approved, you will receive a Licensure Examination Registration Form and eligibility letter. Send the completed form and the examination fee (\$200) and a copy of your eligibility letter 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 any time after being approved by the Nebraska Board of Mental Health Practice, 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 Nebraska; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The three sites in Nebraska are in Lincoln, North Platte and Omaha.

#### EXAMINATION SCHEDULE FOR 2016

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 will have to 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 (\$200 for the NCE or \$200 for the NCMHCE). Contact the Nebraska Board of Mental Health Practice for the registration form.

#### SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the Nebraska Board of Mental Health Practice 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 Nebraska licensure process, please contact the Nebraska Board of Mental Health Practice for more information.