



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 approximately 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 examinations@nbcc.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 examinations@nbcc.org before submitting any registration materials or documentation.

National Counselor Examination (NCE) State Specific Insert for the District of Columbia 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/stateboardmap.****

CONTACT INFORMATION

All questions and requests for information about the District of Columbia licensure should be directed to:

Department of Health, Health Regulation & Licensing Administration (HRLA)
717 14th St NW Ste 600
Washington, DC 20005
Phone: 202-724-4900
Fax: 202-727-8471
Web site: <http://www.doh.dc.gov/doh>

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

NBCC Assessment Dept.
3 Terrace Way
Greensboro, NC 27403
Phone: 336-547-0607
Web site: www.nbcc.org/stateboardmap

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Department of Health, Health Regulation & Licensing Administration (HRLA) before testing. Once approved, candidates will receive a Licensure Examination Registration Form from the HRLA. The registration form should be completed with **original signature** and sent by U.S. postal mail to NBCC with the examination fee of \$185. **(Fees are subject to change.)**

REGISTRATION DEADLINES

Candidates will need to allow approximately 4 weeks processing time from the time your fee clears. Candidates can submit registration materials described above at any time after being approved by the HRLA 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 examinations@nbcc.org with your state in the subject line as phone calls delay the processing time.)**

TESTING SCHEDULE

Testing is normally the first full week 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 is currently one testing location in the District of Columbia, however, you are able to test at any of the over 150 AMP assessment centers across the U.S. The exam site in the District of Columbia is Washington, DC.

Examination schedule for 2010:

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

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.**

AMP Phone number: 888-519-9901

AMP Web site: www.goAMP.com

RE-REGISTRATION

Candidates who fail the exam 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 examination fee (\$185). They will need to contact the HRLA for another registration form.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the HRLA for approval. NBCC must receive approval confirmation from the HRLA before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the HRLA for another approval. 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 a candidate has successfully passed the NCE, they will need to contact the HRLA for further information. All questions about the District of Columbia licensure process should be directed to the HRLA.

