



**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 [examinations@nbcc.org](mailto: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](mailto:examinations@nbcc.org) before submitting any registration materials or documentation.**

# National Counselor Examination (NCE) State Specific Insert for West Virginia 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](http://www.nbcc.org/stateboardmap).\*\***

## CONTACT INFORMATION

All questions and requests for information about West Virginia licensure should be directed to:

West Virginia Board of Examiners in Counseling  
815 Quarrier Street, Suite 212  
Charleston, WV 25301  
Phone: 800-520-3852  
Fax: 304-558-5496  
Web site: <http://www.wvbec.org>

All questions and requests for information about the West Virginia 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](http://www.nbcc.org/stateboardmap)

## ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the West Virginia Board of Examiners in Counseling before testing. Once approved, candidates will receive a Licensure Examination Registration Form with **original ink signature** and approval letter from the West Virginia Board. The registration form should be completed and sent by U.S. postal mail to NBCC with the examination fee (\$185) and a copy of their approval letter. (**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 West Virginia Board 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 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 one testing location in West Virginia, however, you are able to test at any of the over 170 AMP assessment centers across the U.S. The exam site in West Virginia is Charleston (Dunbar).

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 – 07/17
❖	August '10	08/02 – 08/14
❖	September '10	09/13 – 09/25
❖	October '10	10/04 – 10/16
❖	November '10	11/01 – 11/13
❖	December '10	12/06 – 12/18

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](http://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 West Virginia Board for another registration form.

## SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the West Virginia Board for approval. Candidates must submit their request for accommodations to the WVBE at least 2 weeks before they plan to register with NBCC. NBCC must receive approval confirmation from the West Virginia Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the West Virginia Board 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, please allow 3-4 weeks for the West Virginia Board of Examiners in Counseling (WVBE) to receive your test scores. Once WVBE receives your official test scores from NBCC you will be sent an email notification with further information. You may visit WVBE's web site at [www.wvbec.org](http://www.wvbec.org) for additional information about the licensure process.