



Important Information

Read before submitting your registration.

- Before registering for the exam, visit the following website to obtain a licensure application: www.hpla.doh.dc.gov. Once your application has been approved by the Department of Health, Health Regulation, and Licensing Administration, you will receive an examination registration form. 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 Department of Health, Health Regulation, and Licensing Administration 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 \$50 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 Department of Health, Health Regulation, and Licensing Administration approximately four weeks after the last day of the testing week. Check with the Department of Health, Health Regulation, and Licensing Administration 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 before submitting any registration materials or documentation.

TESTING QUESTIONS?

Tel: 336-482-2856 E-mail: exam@cce-global.org website: www.nbcc.org/directory
Street Address: CCE Assessment Dept., 3 Terrace Way, Greensboro, NC 27403



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DISTRICT OF COLUMBIA

EXAMINATION SUPPLEMENT

National Counselor Examination for Licensure and Certification (NCE)

This is a supplement to the NCE candidate handbook that can be downloaded from www.nbcc.org/directory.

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)
899 North Capitol St NE 2nd Floor
Washington, DC 20002.
Telephone: 202-724-4900
Fax: 202-727-8471
website: www.hpla.doh.dc.gov

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

CCE Assessment Department
3 Terrace Way
Greensboro, NC 27403.
Telephone: 336-482-2856
website: www.nbcc.org/directory

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the HRLA 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. (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 Department of Health, Health Regulation & Licensing Administration, 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 and include your state in the subject line.)

TESTING SCHEDULE

Testing occurs during the first two to three full weeks of each month. For a schedule of upcoming exam dates, visit www.nbcc.org/directory. 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 more than 446 Pearson professional centers around the globe. The site in the District of Columbia is in Washington.

Schedule your exam date through the Pearson VUE website 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 website.

Pearson VUE telephone number: 866-904-4432

Pearson VUE website: 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 HRLA for the registration form.

SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the HRLA 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 District of Columbia's licensure process, please contact the Department of Health, Health Regulation & Licensing Administration for more information.