

## Important Information

**Read before submitting your registration.**

- Before registering for the exam, please contact the DCCA-PVL 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 DCCA-PVL 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 DCCA-PVL approximately four weeks after the last day of the testing week. Check with the DCCA-PVL 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)    website: [www.CCE.org/directory](http://www.CCE.org/directory)  
Street Address: CCE Assessment Dept., 3 Terrace Way, Greensboro, NC 27403



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 Hawaii licensure should be directed to:

DCCA-PVL Attn: MHC  
P.O. Box 3469  
Honolulu, HI 96801-3469.  
Telephone: 808-586-3000  
Fax: 808-586-3031  
website: [www.hawaii.gov/dcca/areas/pvl/programs/mental](http://www.hawaii.gov/dcca/areas/pvl/programs/mental)

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

CCE Assessment Dept.  
3 Terrace Way  
Greensboro, NC 27403.  
Telephone: 336-482-2856  
website: [www.nbcc.org/directory](http://www.nbcc.org/directory)

## ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the DCCA-PVL 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 DCCA-PVL, 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 to three full weeks of each month. For a schedule of upcoming exam dates, visit [www.nbcc.org/directory](http://www.nbcc.org/directory). Candidates are scheduled on a first-come-first-served basis. There is one testing location in Hawaii; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The site in Hawaii is in Honolulu.

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](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 DCCA-PVL for the registration form.

## SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the DCCA-PVL 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 Hawaii licensure process, please contact the DCCA-PVL for more information.