



## Important Information

**Read before submitting your registration.**

- Before registering for the exam, please contact the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board 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 Ohio Counselor, Social Worker, and Marriage and Family Therapist Board 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 your exam 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 Ohio Counselor, Social Worker, and Marriage and Family Therapist Board approximately four weeks after the last day of the testing week. Please check with your state board 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)    website: [www.nbcc.org/directory](http://www.nbcc.org/directory)  
Street Address: CCE Assessment Dept., 3 Terrace Way, Greensboro, NC 27403



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

Ohio Counselor, Social Worker, and Marriage and Family  
Therapist Board  
50 W. Broad Street, Suite 1075  
Columbus, OH 43215-5919.

Telephone: 614-466-6462  
Fax: 614-728-7790  
website: <http://cswmft.ohio.gov>

All questions and requests for information about the Ohio 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

You must receive approval from the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board before testing. If approved, you will receive a Licensure Examination Registration Form and eligibility letter. Send the completed form and examination fee (\$275 for the NCE or \$275 for the NCMHCE) 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 Ohio Counselor, Social Worker, and Marriage and Family Therapist Board, 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 are eight testing locations in Ohio; however, you are able to test at any of more than 446 Pearson professional centers around the globe. The eight sites in Ohio are in Beachwood, Columbus, Copley Township, Gahanna, Mason, Maumee, Moraine and Westlake.

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 will have to wait at least three months from your test date before you can retake. The actual retake date will depend on the monthly testing schedule and site availability. You will need to submit a new registration form and examination fee (\$275 for the NCE or \$275 for the NCMHCE). Contact the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board for the registration form.

### SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board 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 Ohio licensure process, please contact the Ohio Counselor, Social Worker, and Marriage and Family Therapist Board for more information.