



NATIONAL BOARD FOR
CERTIFIED COUNSELORS.



CENTER FOR
CREDENTIALING
& EDUCATION™

SOUTH CAROLINA

LICENSURE EXAMINATION REGISTRATION

National Counselor Examination for Licensure and Certification (NCE)

National Clinical Mental Health Counseling Examination (NCMHCE)

Important Information

Read before submitting your registration.

- Before registering for the exam, please contact the Center for Credentialing & Education to learn how to become approved to test. Before you can register with CCE, confirmation of approval 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 South Carolina 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 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 South Carolina 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 before submitting any registration materials or documentation.

TESTING QUESTIONS?

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

The Center for Credentialing & Education, Inc. (CCE) has been contracted by the South Carolina Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists, and Psycho-Educational Specialists to accept completed applications and to review the educational experiences for applicants for licensure. CCE approves these applicants for examination when the application requirements for South Carolina have been satisfied.

CONTACT INFORMATION

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

CCE Assessment Dept.

3 Terrace Way

Greensboro, NC 27403.

Telephone: 336-482-2856

website: www.nbcc.org/directory

ELIGIBILITY REQUIREMENTS

You must receive approval from CCE before testing. If approved, you will receive a Licensure Examination Registration Form. Send the form and examination fee (\$195) to CCE. (Fees are subject to change.) You are responsible for ensuring that you test prior to the closing of your LPC application. If you take the examination after your LPC application has closed, you will need to reapply to CCE under the current requirements and submit a new application fee in order to proceed with licensure.

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, 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 are three testing locations in South Carolina; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The three sites in South Carolina are in Columbia, Greenville and North Charleston.

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 will have to wait at least three months from the test date before you can retest. The actual retest date will depend on the monthly testing schedule and site availability. You will need to send a new registration form and examination fee (\$195). Contact CCE for another registration form.

SPECIAL ACCOMMODATIONS

If you need special accommodation, contact the SC Board of Examiners for Licensure of Professional Counselors, Marriage and Family Therapists, and Psycho-Educational Specialists, P.O. Box 11329, Columbia, SC 29211-1329. (Telephone: 803-896-4665) 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

After successfully passing the NCE or NCMHCE, you will be contacted by CCE and the South Carolina Board. All questions about the South Carolina licensure process should be directed to the South Carolina Board. You are not licensed until you receive final licensure approval from the South Carolina Board and have submitted a license fee to obtain a license number.