



Important Information

Read before submitting your registration.

- Before registering for the exam, please contact the Illinois Department of Financial & Professional Regulation to learn how to become approved to test. Before you can register with CCE, confirmation of approval from your state board is required.
- You must then register with Continental Testing Services (CTS) and pay their fee of \$98 (www.continentaltesting.net or 800-359-1313). Before you can register for an examination with CCE, confirmation of CTS approval is required. CTS will notify CCE of all eligible candidates.
- Lastly, you need to submit the completed Illinois Licensure Examination Registration Form to NBCC along with the exam fee of \$275. Registrations take four weeks processing time from the time your fee clears.
- 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 Continental Testing Services 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 Illinois Department of Financial & Professional Regulation approximately four weeks after the last day of the testing week. Check with the Illinois Department of Financial & Professional Regulation 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



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

CONTACT INFORMATION

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

Illinois Dept. of Financial & Professional Regulation
Division of Professional Regulation
320 W Washington St 3rd Floor
Springfield, IL 62786.

Telephone: 217-782-8556
Fax: 217-782-7645
website: www.idfpr.com

All questions and requests for information about the Illinois 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

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Illinois Department of Financial & Professional Regulation before testing. If approved, you will receive a Licensure Examination Registration Form and eligibility letter. Also, you must register with Continental Testing Services (CTS) and receive approval for testing (www.continentaltesting.net; 800-359-1313). Send the completed form and the examination fee (\$275) 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 Illinois Department of Financial & Professional Regulation, 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 seven testing locations in Illinois; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The seven sites in Illinois are in Buffalo Grove, Chicago (Wacker Drive and Financial District), Marion, Peoria, Schaumburg and Springfield.

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 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) to CCE and \$98 to Continental Testing Services (www.continentaltesting.net). Contact the Illinois Department of Financial & Professional Regulation for the registration form.

SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the Continental Testing Services for approval. CCE must receive confirmation of approval from CTS before notifying Pearson VUE of the accommodation requirements. Once you receive approval, you will need to schedule your test via the toll-free number to ensure your accommodations are confirmed. 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 Illinois licensure process, please contact the Illinois Department of Financial & Professional Regulation for more information.