



Important Information

Read before submitting your registration.

- Before registering for the exam, please contact the Indiana Behavioral Health and Human Services Licensing 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 Indiana Behavioral Health and Human Services Licensing 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 Indiana Behavioral Health and Human Services Licensing Board approximately four weeks after the last day of the testing week. Check with the Indiana Behavioral Health and Human Services Licensing 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 Web site: 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 Indiana licensure should be directed to:

Behavioral Health and Human Services Licensing Board
Indiana Professional Licensing Agency
402 W. Washington St., Room W072
Indianapolis, IN 46204.
Telephone: 317-234-2064
Fax: 317-233-4236
Web site: www.in.gov/pla/social.htm
E-mail: pla5@pla.in.gov

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

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

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Indiana Behavioral Health and Human Services Licensing Board 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 Indiana Behavioral Health and Human Services Licensing 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 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 six testing locations in Indiana; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The six sites in Indiana are in Evansville, Fort Wayne, Indianapolis (Waterfront Parkway East Drive and DePauw Blvd.), Merrillville and Terre Haute.

Schedule your exam date through the Pearson VUE Web site 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 Web site.

Pearson VUE telephone number: 866-904-4432
Pearson VUE Web site: 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 (\$195). Contact the Indiana Behavioral Health and Human Services Licensing Board for the registration form.

SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the Indiana Behavioral Health and Human Services Licensing 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 Indiana licensure process, please contact the Indiana Behavioral Health and Human Services Licensing Board for more information.