



Important Information

Read before submitting your registration.

- 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.
- When completing your registration form, please be aware that your name must match the name listed on your legal ID (driver's license or passport).
- When you register for the first time, you are required to submit a transcript showing conferral of your degree in counseling or a related field. This should be included with your registration form and fee.
- If you have had a name change, you may be required to submit legal documentation.
- If you need to reregister, you are not required to send another transcript.
- **Special Accommodations:**
 1. If you have special accommodation requests, you are required to submit **supporting documentation** from a licensed physician, psychologist or psychiatrist that includes the **diagnosis** and specific requests.
 2. The signed documentation must be on official letterhead and may not be more than five years old.
 3. Along with the documentation, please include a Special Accommodation Request Form found on the last page of the candidate handbook.
- 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 Minnesota Board of Behavioral Health and Therapy approximately four weeks after the last day of the testing week. Check with the Minnesota Board of Behavioral Health and Therapy 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 combination candidate handbook that can be downloaded from www.nbcc.org/directory.

CONTACT INFORMATION

All questions and requests for information about Minnesota licensure should be directed to one of the addresses below:

Minnesota Board of Behavioral Health and Therapy
University Park Plaza
2829 University Avenue SE, Suite 210
Minneapolis, MN 55414-3250.

Telephone: 612-548-2177
website: www.bbht.state.mn.us

All questions and requests for information about the Minnesota 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

Send the Licensure Examination Registration Form, examination fee (\$275) and an academic transcript identifying the conferral date of a master's degree in counseling or a related field 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 at any time, but be aware that space is limited. You must take the examination during your six-month eligibility 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 Minnesota; however, you are able to test at any of more than 446 Pearson professional centers around the globe. The six sites in Minnesota are in Bloomington, Brooklyn Park, Eagan, Hermantown, Rochester and St. Paul.

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 (\$275).

SPECIAL ACCOMMODATIONS

You can request special accommodations by completing the form in the candidate handbook and submitting it with your Licensure Examination Registration Form. Supporting documentation from a qualified professional is also required. Special accommodation approvals are valid for one year. After one year, you will need to submit a new request. If your special accommodation is approved, you will need to call Pearson VUE to schedule your test date.

AFTER PASSING THE EXAM

If you have questions about the Minnesota licensure process, please contact the Minnesota Board of Behavioral Health and Therapy for more information.