



## Important Information

**Read before submitting your registration.**

- Before registering for the exam, please contact the New York State Education Department, Office of the Professions 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 New York State Education Department, Office of the Professions 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 New York State Education Department, Office of the Professions approximately four weeks after the last day of the testing week. Check with the New York State Education Department, Office of the Professions 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 NCMHCE 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 New York licensure should be directed to:

New York State Education Department  
Office of the Professions  
89 Washington Avenue  
Albany, NY 12234-1000.

Telephone: 518-474-3817  
Fax: 518-486-2981  
website: [www.op.nysed.gov](http://www.op.nysed.gov)

All questions and requests for information about the New York 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

Candidates must receive approval from the New York State Education Department, Office of the Professions before testing. Once approved, you can obtain a registration form at [www.nbcc.org/directory/NY](http://www.nbcc.org/directory/NY). 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 New York State Education Department, Office of the Professions, 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 sixteen testing locations in New York; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The sixteen sites in New York are in Albany, Brooklyn, East Syracuse, Endicott, Islandia, Lake Success, New York (William St. and two locations at West 44th St.), Rego Park, Rochester, Staten Island, Utica, Watertown, White Plains and Williamsville.

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 must wait at least three months from your test date before you can retest. The actual retest date will depend on the monthly testing schedule and site availability. You will need to submit a new registration form and examination fee (\$275). Contact the New York State Education Department, Office of the Professions for the registration form.

### SPECIAL ACCOMMODATIONS

**If you need special accommodation, contact the NYSED, Bureau of Professional Examinations (518-474-3817 ext. 290) for approval.** You must use the special accommodation forms provided by the NYSED, Bureau of Professional Examinations to make your request. If approved for accommodations, include a copy of your approval letter with your exam registration form. 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 New York licensure process, please contact the New York State Education Department, Office of the Professions for more information.