



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 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

ABOUT REGISTRATION

- The cost to register is \$275. **If a registration form is submitted to NBCC and the candidate is not approved by the NYSED, the fee is nonrefundable.**
- Registration is required. Please allow four weeks' processing time from the time your fee clears.
- You will be notified of the scheduling process by e-mail once you are registered. You must test before the expiration date on your eligibility letter.
- Special accommodations must be preapproved by the New York State Education Department, Office of the Professions. Call 518-474-3817 ext. 290 to request an accommodation form. If the special accommodation is granted, include a copy of your approval letter with your registration form.

PLEASE INCLUDE THE FOLLOWING WITH YOUR MATERIALS:

- Your completed registration form
- Your examination fee (Please make check or money order payable to NBCC.) Use payment form below.
- A copy of your eligibility letter from the New York State Education Department, Office of the Professions

You must be approved by the New York State Education Department, Office of the Professions and all of the materials listed above must be received before you will be allowed to schedule an examination date.

SEND REGISTRATION MATERIALS TO:

CCE Assessment Dept.
P.O. Box 63105
Charlotte, NC 28263-3105
Or:
Fax: 336-482-2852

FOR OFFICE USE ONLY

REF.#1: _____
BATCH #1: _____
DATE: _____
AMOUNT: _____

1. First Name/MI: _____ Last Name: _____
Previous Name(s): _____
2. Street Address: _____
City, State: _____ ZIP Code: _____
3. Social Security Number: _____
4. Telephone: (Home) _____ (Business) _____
5. E-mail: _____
6. Gender: Male Female
7. Date of Birth (mm/dd/yyyy): _____
8. Ethnic Origin (optional; used for statistical purposes only):
 African-American Asian Caucasian Hispanic/Latino Multiracial Native American Native Hawaiian Other
9. Are you requesting special examination accommodations through the NYSED, Bureau of Professional Examinations? Yes No
10. Have you previously taken the NCMHCE? Yes No If "Yes," indicate date(s): _____
11. College/university from which graduate counseling degree was received: _____
Date degree was received: _____

I understand that I am taking the NCMHCE as part of the New York state licensing requirements and approval to take the NCMHCE or the receipt of a passing score does not demonstrate that New York state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the New York State Education Department, Office of the Professions with examination results. Use of the NCMHCE scores for licensure in other states cannot occur until licensure is granted in New York. By signing this document, I certify that the information provided in this application is accurate to the best of my knowledge. I agree to abide by all NBCC and CCE policies concerning the NCMHCE.

Signature: _____ Date: _____

PAYMENT FORM

- Enclosed is a check or money order payable to NBCC.

- Please charge the credit card listed on the right.

Card Type: VISA MasterCard American Express Amount: \$ _____

Name on Card: _____

Card Number: _____ Expiration Date: _____ / _____

Verification Code Numbers (from back of card): _____

Cardholder Signature: _____ Date: _____

Daytime Telephone: _____ Evening Telephone: _____

This is a supplement to the NCMHCE candidate handbook that can be downloaded from 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

Web site: 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

Web site: 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. 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 and include your state in the subject line.)

TESTING SCHEDULE

Testing occurs during the first two full weeks of each month. 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.

EXAMINATION SCHEDULE FOR 2016

December 7–19, 2015

January 4–16

February 8–20

March 7–19

April 4–16

May 2–21

June 6–25

July 5–23

August 8–20

September 6–20

October 3–15

November 7–19

December 5–17

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 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.