



## Student Tip Sheet

The following pointers will help you with the application process. ProCounselor is the online platform for accessing and submitting a certification application.

### Logging On

- When you first go to ProCounselor, click on “request a password.” Since an application has already been initiated for you, you are NOT considered to be a new visitor.
- Make sure you request a password using the e-mail address at which you received the invitation to apply.
- After you log on for the first time, click on “My Open Applications” (left sidebar).

### Completing the Application

- If you are enrolled in a CACREP-accredited program, click “Submit Application” and proceed. A transcript is not required until after you graduate.
- If you are enrolled in a program that is not CACREP accredited, you need to complete the “Education” and “Coursework” tabs completely before the “Submit Application” button will be available.
  - At the “Education” tab, click “Update” in the transcript line.
    - All information requested in bold must be provided.
    - From the second drop-down menu, upload an unofficial transcript.
  - At the “Coursework” tab, populate each area with courses you have taken, are taking, and will take.
    - If any courses are not in the drop-down menu, please provide the course prefix, number and title of the course you took in that area. A course description or syllabus may be requested during our review process.
    - If your program uses quarter hours, please report only whole numbers—decimal points are not a valid entry and will not be accepted.

### Submitting the Application

When you submit your application make sure you are aware of the following:

- First page: Contact and demographic information. Bolded items are required.
  - Click “next,” which may involve scrolling down and to the right.
- Second page: Exam choice and location
  - Choose either the NCE or the NCMHCE.

- If you choose the NCE, indicate whether you are submitting an application to take the NCE at your campus or at one of our national test sites. *All online students will choose the site switch option and need to use the drop-down menu at the top of the page to choose the most convenient location.* Students testing on campus should see their campus in the exam location box.
- If you choose the NCMHCE, you will be contacted by our CBT provider, Pearson VUE, after the registration period has closed to establish testing arrangements.
- To proceed, either click “Next” or “Request SEA” (special exam accommodations).
  - SEA includes disability testing accommodations, ESL language accommodations, and exam date adjustments for religious reasons.
  - During the application process, you will have the opportunity to upload the appropriate documentation.
- Third page: Ethics disclosures and signature.
  - If you have an ethics disclosure to report, the Ethics Department will contact you regarding necessary documentation.
- Fourth page: Payment page
  - Payment can be made with either debit/credit card or by submitting a money order.
  - Payment in full must be made for your application to be submitted and reviewed.

#### After Submission

- Applications are reviewed and approved prior to the exam.
- If the application reviewer has questions about your application, you will be contacted directly.
- After your application has been reviewed, you will receive an e-mail to that effect. You can also check your status online by logging onto your ProCounselor account and clicking on My Open Applications.
- A week to 10 days prior to the exam, you will receive an exam admissions notification that will include specifics regarding location, report time and what to bring with you.
- After you take the exam you will be informed as to the next steps in the certification process.
- For your NCE or NCMHCE scores to remain active, you must complete the certification process within the specified time frame. If you do not, your application will close and your scores will become inactive.