Important Information and Registration Form Below

- Registrations are first received by our Accounting Department and forwarded to the Assessment Department after your fee has been processed. To confirm when your fee has been processed, please check with your financial institution.
- **The registration processing time is four weeks from the time your payment is processed**. Once registered you will be notified by email and postcard.
- When completing your registration form, please be aware that the name listed on your legal I.D. (driver's license/passport) must be the name you register under.
- When you register for the first time, you are required to submit an **official, sealed** (unopened) transcript showing **conferral** of your degree in counseling or a related field. This should be included with your registration form and fee.
- If your transcript is under your maiden name, please include legal documentation of your name change with your registration form.
- If you need to re-register with NBCC, you are not required to send another transcript. If you are unsure, please contact NBCC.
- If you would like to check on the status of your registration, email exam@cce-global.org with your state in the subject line.
- **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 document is required to be on official letterhead that is signed, dated and written within the last five years.
  3. Along with the documentation, please include a Special Accommodation Request Form found on the last page of the candidate handbook.
  4. If you are requesting extra time or permission to bring a translation dictionary because English is your second language, and you studied in English, please send documentation from your graduate program showing that you received special accommodations due to ESL while in school.

     If you studied in another language you will need to submit and international degree equivalency. See www.nbcc.org/Student/International.
  5. Candidates approved for extra time due to ESL must pay an additional fee of $60 to receive this accommodation.
- A candidate may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least two to three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original 6 month eligibility period.
- Confirmation of your test date will come from AMP by email. You will not be sent an admission letter from NBCC. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from NBCC.
- **Your scores are automatically sent to your state board approximately four weeks after the last day of the testing week. Please check with your State Board before requesting a score verification.**

It is the candidate's responsibility to ensure that all registration materials are received by NBCC.

If you are unsure of any piece of the registration process, please email NBCC at exam@cce-global.org before submitting any registration materials or documentation.

NATIONAL BOARD FOR CERTIFIED COUNSELORS®

TEXAS

LICENSURE EXAMINATION REGISTRATION

National Counselor Examination for Licensure and Certification (NCE®)

Last name:

First name: MI Soc. Sec. #: - -

Address:

City: State

Zip Code: -

Home phone: - - Business: - -

EMAIL:

Check here if you are requesting special accommodations:

Male: Female: Other Name:

Ethnic Origin: African American Native American Asian American Caucasian Hispanic Multi-Cultural Other

ABOUT REGISTRATION

- The cost to register is **$185**. This examination fee is **non-refundable/non-transferable.**
- Registration is required. Please allow 4 weeks for processing from the date your fee clears.
- You will be notified by email and postcard of the scheduling procedure once your exam registration is processed. **Candidates must test within 6 months of notification.**
- **Special Accommodation** requests need to be sent with your registration form to NBCC along with supporting documentation from a qualified professional.
- Please be sure to **review your school /school code** on the back of the registration form and **write your school code** here. _____
- **Please be aware that application for Texas licensure requires a Master's or Doctoral degree in counseling or a counseling-related field with at least 48 graduate hours**.

PLEASE INCLUDE WITH YOUR MATERIALS

- Your completed registration form with **original ink** signature.
- Your $185 examination fee (please make check or money order payable to NBCC).
- If you are a new applicant, an **official, sealed (unopened)** academic **transcript** identifying the conferral date of a Master's degree in counseling or a related field; **OR** if you are an LPC-Intern, a test approval letter from the Texas Board with an unexpired eligibility date.
- **ALL OF THE ABOVE MUST BE RECEIVED BEFORE YOU WILL BE ALLOWED TO SCHEDULE AN EXAM DATE.**

WHERE TO SEND YOUR REGISTRATION MATERIALS:

NBCC Assessment Dept.
PO Box 7407
Greensboro, NC 27417-0407

FAXED REGISTRATIONS AND TRANSCRIPTS WILL NOT BE ACCEPTED.

TESTING QUESTIONS? *Tel: 336-482-2856; E-mail: exam@cce-global.org; Web site: www.nbcc.org/directory*
Street Address: NBCC Assessment Dept., 3 Terrace Way, Greensboro, NC 27403

Have you previously taken the NCE with the National Board for Certified Counselors? Yes No

If yes, on which date? / / Month Day Year

Have you previously taken the NCE for state licensure? Yes No

If yes, on which date? / / Month Day Year

I understand and agree to the following: that I am taking the NCE as part of the Texas state licensing requirements; and approval to take the NCE or the receipt of a passing score does not demonstrate that Texas state licensure or NBCC certification requirements have been satisfied. I authorize NBCC to provide the Texas State Board of Examiners of Professional Counselors with examination results. Use of the NCE scores for licensure in other states may not occur until licensure is granted in Texas. By signing this document, I hereby certify that the information and materials provided in this application are true, accurate, and complete to the best of my knowledge and belief. I agree to abide by all NBCC policies, procedures, and agreements concerning the NCE examination.

Signature: _____ Date: _____

CHARGE ORDER FORM - DO NOT DETACH

Credit card type: VISA Mastercard American Express

Account number: Exp. date: /

Name on card: Amt. charged: $

Signature: Date:

TEXAS LICENSED PROFESSIONAL COUNSELOR SCHOOL CODES

SCHOOL CODE	SCHOOL NAME
1	University of Texas – El Paso
2	University of North Texas – Denton
3	Texas A&M University – Commerce
4	University of Houston – Houston
5	Texas Tech University – Lubbock
6	University of Houston – Victoria
7	Our Lady of the Lake University – San Antonio
8	University of Texas – Austin
9	Lamar University – Beaumont
10	University of Texas – Arlington
11	Texas Woman's University – Denton
12	Texas State University – San Marcos (formerly Southwest Texas State University)
13	Sam Houston State University – Huntsville
14	Dallas Theological Seminary – Dallas
15	University of Houston – Clear Lake
16	UT – Pan American – Edinburg
17	Texas A&M University – Corpus Christi
18	University of Texas – San Antonio
19	St. Mary's University – San Antonio
21	Stephen F. Austin State University – Nacogdoches
22	Texas A&M University – Kingsville
23	Texas A&M University – College Station
24	University of Texas – Tyler
25	Prairie View A&M – Prairie View
26	University of Texas – Permian Basin
27	West Texas A&M University – Canyon
28	University of Texas – Dallas
29	UT Southwestern Medical Center – Dallas
30	University of Central Texas – Killeen
31	Southwestern Baptist Theo. Seminary – Fort Worth
32	Angelo State University – San Angelo
33	Trinity University – San Antonio
34	Abilene Christian University – Abilene
35	Baylor University – Waco
36	Hardin-Simmins University – Abilene
37	Southwestern Assemblies of God University - Waxahachie
38	Texas Christian University – Fort Worth
39	Houston Baptist University – Houston
40	Southern Methodist University – Dallas
41	University of Houston – University Park
42	Sul Ross State University – Alpine
43	Incarnate Word College – San Antonio
44	Texas Southern University – Houston
45	University of Dallas – Dallas
46	Texas Woman's University – Houston
47	Tarleton State University – Stephenville
48	Texas A&M University – Texarkana
49	Texas A&M University – Laredo
51	University of Mary Hardin Baylor – Belton
52	Houston Graduate School of Theology
53	St. Edward's University – Austin
54	Amberton University – Garland
55	Southwestern University – Georgetown
56	Dallas Baptist University – Dallas
57	Midwestern State University – Wichita Falls
58	University of Texas – Brownsville
59	Univ. of St. Thomas – Houston
60	Episcopal Seminary of the SW – Austin
61	Austin Presbyterian Theological Seminary
62	Wayland Baptist University – Plainview
63	Texas Wesleyan University
64	Argosy University - Dallas
99	Out of state schools

National Counselor Examination (NCE)
State Specific Insert
for Texas Licensure Candidates

****This is a supplement to the NCE Candidate Handbook. You can download the handbook from the NBCC Web site at www.nbcc.org/directory.****

CONTACT INFORMATION
All questions and requests for information about Texas licensure should be directed to:

Texas State Board of Examiners of Professional Counselors
PO Box 149347
Austin, TX 78714-9347
Phone: 512-834-6658
Fax: 512-834-6677
Web site: www.dshs.state.tx.us/counselor

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

NBCC Assessment Dept.
3 Terrace Way, Suite D
Greensboro, NC 27403
Phone: 336-482-2856
Web site: www.nbcc.org/directory

ELIGIBILITY REQUIREMENTS
LPC-Interns who have already been approved by the Texas State Board of Examiners of Professional Counselors (whose applications were sent to the Board prior to September 1, 2005) should mail the Texas Licensure Examination Registration Form with **original ink signature**, examination fee ($185), and a copy of the state approval letter to NBCC.

All other candidates who will apply to be an LPC-Intern after August 31, 2005 should mail the Texas Licensure Examination Registration Form with **original ink signature**, examination fee ($185), and an official, sealed (unopened) academic transcript identifying the conferral date of a Master's degree in counseling or a related field to NBCC. **(Fees are subject to change.)**

Please be aware that application for Texas licensure requires a Master's or Doctoral degree in counseling or a counseling-related field with at least 48 graduate hours.

REGISTRATION DEADLINES
Candidates will need to allow 4 weeks processing time from the date your fee clears. Candidates can submit registration materials described above at any time but be aware that space is limited. The fees are good for 6 months.

TESTING SCHEDULE
Testing is normally the first two full weeks of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There are nine testing locations in Texas, however, you are able to test at any of the over 170 AMP assessment centers across the U.S. The nine sites in Texas are Austin, Dallas, El Paso, Fort Worth, Houston (Jones Rd), Houston (Beechnut St), Lubbock, McAllen, and San Antonio.

Examination schedule for 2012/2013:

- August '12 08/06 – 08/18
- September '12 09/04 – 09/15
- October '12 10/01 – 10/13
- November '12 11/05 – 11/17
- December '12 12/05 – 12/15
- January '13 01/07 – 01/19
- February '13 02/04 – 02/16
- March '13 03/04 – 03/16
- April '13 04/01 – 04/08
- April '13 04/16 – 04/20
- May '13 05/06 – 05/18
- June '13 06/03 – 06/15
- July '13 07/08 – 07/20
- August '13 08/05 – 08/17
- September '13 09/09 – 09/21
- October '13 10/07 – 10/19
- November '13 11/04 – 11/16
- December '13 12/02 – 12/14

Exam dates should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line **after receiving confirmation from NBCC.**

AMP Phone number: 888-519-9901
AMP Web site: www.goAMP.com

RE-REGISTRATION
Candidates who fail the exam will have to wait 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. Candidates will need to send a new Texas Licensure Examination Registration Form and examination fee ($185).

Candidates who fail twice will be notified by the Texas State Board of Examiners of Professional Counselors that they will need to wait two years or complete 9 graduate semester hours in counseling courses before they can retest again.

SPECIAL ACCOMMODATIONS
Candidates should request special accommodations by completing the form in the Candidate Handbook and submitting it with their Texas Licensure Examination Registration Form. Supporting documentation from a qualified professional is also required. Special Accommodation approvals are good for one year. After one year, candidates will need to submit a new request. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

AFTER PASSING THE EXAM
Once you have successfully passed the NCE, you may submit your LPC-Intern application to the Texas State Board of Examiners of Professional Counselors. If you have questions about the LPC-Intern application or the Texas licensure process, please contact the Texas State Board of Examiners of Professional Counselors for further information.

nbcc.