

## 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 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 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.
  4. If you are requesting extra time or permission to bring a translation dictionary because English is your second language (ESL), 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 an international degree equivalency.  
See [www.nbcc.org/Student/International](http://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.
- To reschedule your exam, contact Pearson Vue at least 24 hours prior to your scheduled appointment. There is a \$25 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 Texas State Board of Examiners of Professional Counselors approximately four weeks after the last day of the testing week. Check with the Texas State Board of Examiners of Professional Counselors 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?

Tel: 336-482-2856    E-mail: [exam@cce-global.org](mailto:exam@cce-global.org)    Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)  
Street Address: CCE Assessment Dept., 3 Terrace Way, Greensboro, NC 27403



ABOUT REGISTRATION

- The cost to register is \$275. This examination fee is nonrefundable and nontransferable.
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 within six months of notification unless state board restrictions apply.
Send special accommodation requests and registration form to CCE along with supporting documentation from a qualified professional.
Please write your school code here (see the following page):
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 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.
An official sealed (unopened) academic transcript identifying the conferral date of a master's degree in counseling or a related field.

SEND REGISTRATION MATERIALS TO:

CCE Assessment Dept.
P.O. Box 7407
Greensboro, NC 27417-0407.
Or:
Fax: 336-482-2852

FOR OFFICE USE ONLY
REF.#1:
BATCH #1:
DATE:
AMOUNT:

All of the above must be received before you will be allowed to schedule an examination date.

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? Yes No
10. Have you previously taken the NCE? Yes No If "yes," indicate date(s):
11. Master's Degree Granting Institution:

I understand 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 CCE to provide the Texas State Board of Examiners of Professional Counselors with examination results. Use of the NCE scores for licensure in other states cannot occur until licensure is granted in Texas. 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 NCE examination.

Signature: Date:

PAYMENT FORM

Card Type: VISA MasterCard American Express Amount: \$
Enclosed is a check or money order payable to NBCC.
Name on Card:
Card Number: Expiration Date:
Verification Code Numbers (from back of card):
Please charge the credit card listed on the right.
Cardholder Signature: Date:
Daytime Telephone: Evening Telephone :



### TEXAS LICENSED PROFESSIONAL COUNSELOR SCHOOL CODES

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

This is a supplement to the NCE 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 Texas licensure should be directed to:

Texas State Board of Examiners of Professional Counselors  
Mail Code 1982  
P.O. Box 149347  
Austin, TX 78714-9347

Telephone: 512-834-6658

Fax: 512-834-6677

Web site: [www.dshs.state.tx.us/counselor](http://www.dshs.state.tx.us/counselor)

All questions and requests for information about the Texas 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](http://www.nbcc.org/directory)

#### ELIGIBILITY REQUIREMENTS

Send the Licensure Examination Registration Form, examination fee (\$275) and an official sealed (unopened) academic transcript identifying the conferral date of a master's degree in counseling or a related field to CCE. (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

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](mailto: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 19 testing locations in Texas; however, you are able to test at any of more than 446 Pearson professional centers around the globe. The 19 sites in Texas are in Abilene, Amarillo, Austin (two), Bellaire, Corpus Christi, Dallas, El Paso, Harlingen, Houston (two), Hurst, Lubbock, Midland, San Antonio (two), Sugar Land, Tyler and Waco.

#### EXAMINATION SCHEDULE FOR 2015

<b>January 2015</b>	01/05 - 01/17
<b>February 2015</b>	02/09 - 02/21
<b>March 2015</b>	03/02 - 03/14
<b>April 2015</b>	04/06 - 04/07
<b>April 2015</b>	04/16 - 04/25
<b>May 2015</b>	05/04 - 05/16
<b>June 2015</b>	06/01 - 06/13
<b>July 2015</b>	07/06 - 07/18
<b>August 2015</b>	08/03 - 08/15
<b>September 2015</b>	09/07 - 09/19
<b>October 2015</b>	10/05 - 10/17
<b>November 2015</b>	11/02 - 11/14
<b>December 2015</b>	12/07 - 12/19

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](http://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).

**Candidates who fail three times will be notified by the Texas State Board of Examiners of Professional Counselors and will need to wait two years or complete nine graduate hours in counseling courses before retesting.**

#### 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 Texas licensure process, please contact the Texas State Board of Examiners of Professional Counselors for more information.