

## Important Information

Read before submitting your registration.

- Registrations are first received by CCE's Accounting Department then 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 e-mail.
- 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 with CCE, you are not required to send another transcript. If unsure, please contact CCE.
- To check on the status of your registration, e-mail [exam@cce-global.org](mailto: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 must 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 (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.
- You may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original six-month eligibility period.
- Confirmation of your test date will come from AMP by e-mail. You will not be sent an admission letter from CCE. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from CCE.
- **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.**

**All candidates are responsible for ensuring that registration materials are received by CCE. If you are unsure of any piece 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: 336-217-4111    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 from the time your fee clears. (To check the status of your registration, send an e-mail to exam@ccc-global.org. Specify your state in the subject field. Please do not call.)
- You will be notified of the scheduling process by e-mail and postcard once your examination registration is processed. You must test within six months of notification.
- Send special accommodation requests and registration form to CCE along with supporting documentation from a qualified professional.
- Please be sure to **review your school/school code 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 THE FOLLOWING WITH YOUR MATERIALS:

- Your completed registration form.
- Your \$275 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.

### SEND REGISTRATION MATERIALS TO:

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

<b>FOR OFFICE USE ONLY</b>
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 and agree 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 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 and CCE policies, procedures, and agreements 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, which can be downloaded from the NBCC Web site at [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: 336-217-4111

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 from the time the payment clears. You can submit registration materials described above at any time, but be aware that space is limited. The fees are good for six months. (To check the status of your registration, please send an e-mail to [exam@cce-global.org](mailto:exam@cce-global.org). Specify your state in the subject field. Please do not call.)

#### TESTING SCHEDULE

Testing occurs during the first two full weeks of each month, Monday through Saturday at 9 a.m. and 1:30 p.m. with four hours allowed for the completion of the exam. However, only certain sites offer Saturday testing; 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 more than 191 AMP assessment centers across the United States. The nine sites in Texas are in Austin, Dallas, El Paso, Fort Worth, Houston (Jones Rd), Houston (Beechnut St), Lubbock, McAllen, and San Antonio.

#### EXAMINATION SCHEDULE FOR 2015

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

Schedule your exam date through AMP's Web site or by calling AMP's toll-free customer service line after you receive confirmation from CCE.

AMP telephone number: 888-519-9901

AMP Web site: [www.goAMP.com](http://www.goAMP.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 accommodation 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 good for one year. After one year, you will need to submit a new request. If your special accommodation is approved, call AMP to schedule your test date.

#### 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.