

## Retaking the Examination

### How?

Rescheduling and retaking the NCE or NCMHCE is easy. You should already have received instructions for reregistering for the next exam date.

To begin the reregistration process, log in to ProCounselor at <http://procounselor.nbcc.org>. Make sure your contact information is up-to-date. Click on “My Open Applications.” Select the “Reregister for Exam” button.

You are not required to reregister at this time, but you must reregister before your application closes. Applications are open for two years.

### When?

The NCE and NCMHCE are offered twice each year—in April and October.

### Where?

You can choose an exam location from the list provided online, or you may be able to test at your alma mater if the exam is offered there.

### Cost?

There is a reregistration fee.

## Important Reminder:

### The NBCC *Code of Ethics*

- Remain current with the NBCC *Code of Ethics*, available at [www.nbcc.org/ethics](http://www.nbcc.org/ethics).
- Applicants and certificants are required to disclose in writing any criminal offense, legal action, complaint, disciplinary review, employment termination, or probation, dismissal, or removal from a graduate program within 60 days of becoming aware of the charge.

*Note:* You do not need to disclose traffic charges unless they involve drugs or alcohol or injury to person or property. For more information, please visit [www.nbcc.org/ethics](http://www.nbcc.org/ethics).

**Remember, certification and licensure are very different. Please visit [www.nbcc.org/Certification/CertificationorLicensure](http://www.nbcc.org/Certification/CertificationorLicensure) for more information.**

# STUDENTWORKS<sup>®</sup>

StudentWorks is an online resource for counseling students and recent graduates. Please visit [www.nbcc.org/Studentworks](http://www.nbcc.org/Studentworks) to learn about certification and licensure and find resources to help build your counseling career.

## NBCC Resources

- **ProCounselor:** <https://ProCounselor.nbcc.org>
- **Counselor Find:** [www.nbcc.org/CounselorFind](http://www.nbcc.org/CounselorFind)
- **NBCC Code of Ethics:** [www.nbcc.org/Ethics](http://www.nbcc.org/Ethics)
- **NCC Verification:** [www.nbcc.org/PublicResources/VerifyNCC](http://www.nbcc.org/PublicResources/VerifyNCC)
- **The Professional Counselor:** <http://tpcjournal.nbcc.org>
- **NCC Newsletter:**  
[www.nbcc.org/NCCResources/NationalCertifiedCounselorNewsLetter](http://www.nbcc.org/NCCResources/NationalCertifiedCounselorNewsLetter)
- **Specific State Licensure Information:**  
[www.nbcc.org/Directory](http://www.nbcc.org/Directory)
- **Online Continuing Education:** [www.i-counseling.net](http://www.i-counseling.net)
- **Approved Clinical Supervisor Credential:**  
[www.cce-global.org/Credentialing/ACS](http://www.cce-global.org/Credentialing/ACS)
- **NBCC Foundation Scholarship Opportunities:**  
[www.nbccf.org](http://www.nbccf.org)

## For a list of the benefits of national certification,

please visit [www.nbcc.org/Certification/BenefitsOfCertification](http://www.nbcc.org/Certification/BenefitsOfCertification).

### Benefits include:

- Affordable liability insurance
- Client referrals through [Counselor Find](#)
- Ability to market yourself using your certification

## Looking for a JOB?

Visit NBCC's new job board at <http://jobboard.nbcc.org> to post your résumé and browse open positions.



## Looking for Study Aids?

Go to [www.nbcc.org/Exam/StudyGuides](http://www.nbcc.org/Exam/StudyGuides) for a list of vendors offering various study materials and programs.

NBCC does not endorse or uphold any claims made by vendors of study materials listed. NBCC does not guarantee enhanced performance on any NBCC examination as a result of using study materials.



### Professional Liability Insurance

[www.nbcc.lockton-ins.com/pl](http://www.nbcc.lockton-ins.com/pl)

Student rates and discounts for NCCs available.

## Change of Mailing or E-mail Address?

Whenever your contact information changes, remember to update your record in ProCounselor. Make sure to add [nbcc@nbcc.org](mailto:nbcc@nbcc.org) to your address book so you do not miss out on important communications.

## Questions?

E-mail the Certification Department at [certification@nbcc.org](mailto:certification@nbcc.org).

TOOLBOX