



## Student Application Instructions

The following pointers will help you with the application process.

### Logging On

- When you first go to ProCounselor, click on “Complete My Student Application” and then on “request a password.” Since an application has already been initiated for you, you are **not** considered 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 pursuing a **postgraduate certificate or postgraduate coursework** to meet the requirements for licensure, you are **not eligible** for this student application. You **must** be enrolled in a degree-granting track to apply. If you submit this application in error, the fee will not be refunded and your exam scores will be invalidated.
- 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 unsure if your program is CACREP accredited, visit [www.cacrep.org](http://www.cacrep.org).
- If you are enrolled in a program that is not CACREP accredited, complete the “Education” and “Coursework” tabs completely.
  - At the “Education” tab, click “Update” in the transcript line. Do NOT click “Add Transcript.”
    - All information requested in bold must be provided.
    - From the second drop-down menu, upload an unofficial transcript. **This is the preferred method for transcript submission.** If you are unable to upload an unofficial transcript, arrange to have a transcript sent to NBCC, ATTN: Certification Department, 3 Terrace Way, Greensboro, NC, 27403 or e-mailed to [certification@nbcc.org](mailto:certification@nbcc.org).
  - At the “Coursework” tab, populate each area with courses you have taken, are taking and plan to take before graduation.
    - If any courses are not in the drop-down menu, please provide the course prefix, number and title. A course description or syllabus may be requested during our review process. Please be aware that submitting courses that are not preapproved may prevent you from being eligible for national certification.
    - If your program uses quarter hours, please report only whole numbers—decimal points are not a valid entry.

## Submitting the Application

If you have properly followed these steps, the “Submit Application” button should be available. If it is not, please contact [certification@nbcc.org](mailto:certification@nbcc.org) for assistance. When you submit your application, make sure you are aware of the following:

- First page: Contact and demographic information. Bolded items are required.
  - If your name does not match the name on the legal identification you will use when you report to the exam, contact us immediately.
  - 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 are planning to use this certification exam when applying for state licensure, check with your state licensure board before choosing your exam.
    - If you choose the NCE and your school is hosting the exam on campus, you should see your campus in the exam location box.
    - If your school is not hosting the exam or if you are taking the NCMHCE, no exam site will be available. You will be contacted by our computer-based exam provider, Pearson VUE, after the registration period has closed. You will choose your specific site, date and time then. The exam will be available during a month-long window.
- To proceed, either click “Next” or “Request SEA” (special exam accommodations).
  - SEA include disability testing accommodations, ESL language accommodations, an international exam location and exam date adjustments for religious reasons.
  - After you have submitted the application, you will be contacted by the accommodations coordinator regarding required documentation.
- Third page: Ethics disclosure 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 by debit/credit card. Checks and money orders are NOT accepted.
  - Applications will not be reviewed until the fee has been paid and the submission process completed. Applications and payments received after the deadline will be reviewed for the next application cycle.
  - **All fees are nonrefundable and nontransferable.**

## 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. Please keep your contact information up-to-date and add [nbcc@nbcc.org](mailto:nbcc@nbcc.org) to your address book. Check spam/junk/clutter folders periodically to ensure that you receive important and time-sensitive communications.
- You can check the status of your application by logging into your ProCounselor account and clicking on “My Open Applications.”
- If you need to postpone your exam to the next administration, send a request to [certification@nbcc.org](mailto:certification@nbcc.org). To avoid paying a reregistration fee, the request needs to be made more than 30 days prior to the exam date. If you postpone your exam after that date, you will be required to pay a reregistration fee.
- If you are taking the exam on campus, 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. Print that letter and bring it with you on exam day. Those taking the exam at a Pearson VUE center will not receive an exam admission letter—the confirmation e-mail you receive when you complete your registration will serve the same purpose.
- 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.**