

Sending Your Scores to a Third Party

Certification examination scores are not automatically sent to state licensure boards. To have a copy sent, please follow the procedures below.



SEND TRANSCRIPT

- Once you have completed your program, request that your final, official transcript be sent to NBCC. **Note:** if you recently graduated, contact your registrar's office to ensure that your degree conferral date has been placed on the transcript before making the request.
- We prefer that the transcript be sent using a secure, electronic transmission service to certification@nbcc.org; however, if that is not an option, it should be mailed to NBCC, Attn: Certification, 3 Terrace Way, Greensboro, NC 27403.



RECEIVE NOTIFICATION

- When your transcript has been received and uploaded into your application, you will receive email notification to the address we have on file.
- Once the transcript has been reviewed and verified, you will also receive email notification. **Note:** This can take up to eight weeks after your transcript has been received, so plan ahead!



REQUEST SCORES

- After you have been notified that your transcript has been reviewed and verified, log on to your [ProCounselor](#) account, go to your Online Store, and choose "Score Verification."
- There are two delivery methods: regular delivery (up to 4 weeks) and express delivery (2 business days).



When your scores have been sent, you will receive an email letting you know. Email certification@nbcc.org if you have any questions.