



## Important Information and Registration Form Below

- Registrations are first received by our Accounting Department and 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 email and postcard.
- When completing your registration form, please be aware that the name listed on your legal I.D. (driver's license/passport) must be the name you register under.
- 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 re-register with NBCC, you are not required to send another transcript. If you are unsure, please contact NBCC.
- If you would like to check on the status of your registration, email [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 is required to 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, 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.
- A candidate may reschedule an examination appointment at no charge **one time** by calling AMP at 888-519-9901 at least two to three business days prior to the scheduled testing session. Please note, your rescheduled exam date must fall within your original 6 month eligibility period.
- Confirmation of your test date will come from AMP by email. You will not be sent an admission letter from NBCC. To verify your test date, contact AMP.
- Please do not contact AMP to schedule a test date until you have received confirmation from NBCC.
- **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.**

**It is the candidate's responsibility to ensure that all registration materials are received by NBCC.**

**If you are unsure of any piece of the registration process, please email NBCC at [exam@cce-global.org](mailto:exam@cce-global.org) before submitting any registration materials or documentation.**



**National Counselor Examination (NCE)  
National Clinical Mental Health Counseling Examination (NCMHCE)  
State Specific Insert  
for Wisconsin Licensure Candidates**

**\*\*This is a supplement to the NCE/NCMHCE Combo Candidate Handbook. You can download the handbook from the NBCC Web site at [www.nbcc.org/directory](http://www.nbcc.org/directory)\*\***

#### **CONTACT INFORMATION**

All questions and requests for information about Wisconsin licensure should be directed to:

Wisconsin Department of Regulation and Licensing  
P.O. Box 8935  
Madison, WI 53708  
Phone: 608-266-0145  
Web site: <http://drl.wi.gov/prof/coun/def.htm>

All questions and requests for information about the Wisconsin licensure examination program should be directed to:

NBCC Assessment Dept.  
3 Terrace Way, Suite D  
Greensboro, NC 27403  
Phone: 336-217-4111  
Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)

#### **ELIGIBILITY REQUIREMENTS**

Candidates should send the Licensure Examination Registration Form with **original ink signature**, examination fee (\$195), and an official, sealed (unopened) academic transcript identifying the conferral date of a Master's degree in counseling or a related field to NBCC. **(Fees are subject to change.)**

#### **REGISTRATION DEADLINES**

Candidates will need to allow 4 weeks processing time from the date your fee clears. Candidates can submit registration materials described above at any time but be aware that space is limited. The fees are good for 6 months. **To check the status of your registration, please send an email to [exam@cce-global.org](mailto:exam@cce-global.org) with your state in the subject line as phone calls delay the processing time.**

#### **TESTING SCHEDULE**

Testing is normally the first two full weeks of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There are two testing locations in Wisconsin, however, you are able to test at any of the over 191 AMP assessment centers across the U.S. The two sites in Wisconsin are Green Bay and Milwaukee (Pewaukee).

#### **Examination schedule for 2011/2012:**

#### **Examination schedule for 2013/2014:**

❖	October '13	10/07 – 10/19
❖	November '13	11/04 – 11/16
❖	December '13	12/02 – 12/14
❖	January '14	01/06 – 01/18
❖	February '14	02/10 – 02/22
❖	March '14	03/03 – 03/15
❖	April '14	04/07 – 04/08
❖	April '14	04/16 – 04/26
❖	May '14	05/05 – 05/17
❖	June '14	06/02 – 06/14
❖	July '14	07/07 – 07/19
❖	August '14	08/04 – 08/16
❖	September '14	09/08 – 09/20
❖	October '14	10/06 – 10/18
❖	November '14	11/03 – 11/15
❖	December '14	12/01 – 12/13

Exam dates should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line **after receiving confirmation from NBCC**. For specific site information, go to the AMP Web site.

AMP Phone number: 888-519-9901  
AMP Web site: [www.goAMP.com](http://www.goAMP.com)

#### **RE-REGISTRATION**

Candidates who fail the exam will have to wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. Candidates will need to send a new registration form and examination fee (\$195).

#### **SPECIAL ACCOMMODATIONS**

Candidates should request special accommodations by completing the form in the Candidate Handbook and submitting it with their Licensure Examination Registration form. Supporting documentation from a qualified professional is also required. Special Accommodation approvals are good for one year. After one year, candidates will need to submit a new request. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

#### **AFTER PASSING THE EXAM**

Once you have successfully passed the NCE or NCMHCE, please contact the Wisconsin Department of Regulation and Licensing for further information. If you have questions about the Wisconsin licensure process, please contact the Wisconsin Board for information.