

State Licensure Examinations Testing Authorization Periods and Extension Requests Policy

A. POLICY INTRODUCTION

The National Board for Certified Counselors, Inc. (NBCC) administers a rigorous examination program for State licensure through its affiliate, the Center for Credentialing & Education (CCE). This State licensure examination program utilizes two nationally normed examinations, the National Counselor Examination (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE) (the Examinations or the tests). These Examinations are taken by professional counselors pursuing State licensure. All State licensure agencies require professional counselors to complete an Examination for State licensure.

Effective as of January 1, 2022, this Policy establishes and explains test administration window requirements for the State licensure Examinations offered by NBCC through its affiliate, CCE. Questions concerning this Policy or the State licensure Examination process should be directed to the CCE State Licensure Facilitation Manager by email at: extensionrequest@cce-global.org.

B. POLICY PURPOSE

The Policy explains the test authorization periods applicable to State licensure candidates, who register to take the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE). Specifically, State licensure candidates are required to complete the relevant licensure Examination within a six (6) month test authorization period or window, unless an extension is granted pursuant to this Policy. The date that a candidate's test authorization period begins will depend upon the particular State to which the candidate has applied for licensure, as explained below.

C. TESTING AUTHORIZATION PERIODS FOR STATE LICENSURE EXAMINATIONS

For the purpose of a test authorization date, State licensure Examinations are classified into two (2) categories: (1) State Examinations where the licensure agency must review and approve the candidate application before the licensure candidate is eligible to take an Examination, commonly referred to as pre-approval States; and, (2) State Examinations where the licensure agency does not review the candidate application before the licensure candidate is permitted to register for and take an Examination, commonly referred to as non-approval States.

1. Pre-Approval States: AL, AZ, AR, CA, FL, GA, HI, IL, IN, IA, KS, MD, MT, NE, NV, NJ, NM, NY, ND, OH, OK, OR, RI, VT, WV, WY, District of Columbia, Puerto Rico

With respect to the pre-approval States identified above, candidates must complete the licensure Examination: within six (6) months of the candidate's eligibility date identified by the State agency; **or**, if the State agency does not identify a licensure eligibility date, within six (6) months of the date that the agency notifies NBCC/CCE that the candidate is eligible to take the Examination. Licensure Examinations will be administered only to State licensure candidates approved by the State agency.

2. Non-Approval States: AK, CO, CT, ID, KY, LA, MA, ME, MI, MN, MO, MS, NH, NC, PA, SC, SD, TN, TX, UT, VA, WA, WI, GUAM

With respect to licensure Examinations administered in the States identified above, the State agency does not approve candidates for test administrations. Candidates must complete the relevant Examination within six (6) months of the date that the licensure candidate completes the test registration process with NBCC/CCE, including the payment of the required Examination registration fee(s).

Each State licensure candidate will be notified of the relevant six (6) month Examination authorization period in an Authorization to Test communication issued by the NBCC/CCE testing services provider. Candidates also can request such test authorization window information by contacting NBCC/CCE at: exam@cce-global.org or by telephone at: (336) 482-2856.

Candidates who fail to schedule and take the Examination within the test authorization window, will forfeit all registration fees paid to NBCC/CCE, and will be required to reregister for the Examination, unless a test authorization extension is granted pursuant to this Policy.

D. AUTHORIZATION TO TEST EXTENSION REQUESTS

In certain circumstances, licensure candidates may submit a written request to the CCE State Licensure Facilitation Manager seeking to extend the six (6) month test authorization time period window. Such requests must be submitted to NBCC/CCE at extensionrequest@cce-global.org *prior to* the expiration of the candidate's test authorization time period, which is identified in the

Authorization to Test communication. No extension requests will be considered once the original test authorization window has expired.

Test authorization extension requests may be granted by NBCC/CCE for good cause, specifically circumstances that would make it impossible or very difficult for the requesting candidate to schedule and complete the licensure Examination within the six (6) month test authorization period. Candidates requesting an extension of the test authorization window are required to submit specific information and related documentation supporting the request. Supporting documentation may include a letter from a health care provider, employer, government agency, and/or other organization or an individual with first-hand knowledge of the reason(s) and circumstance(s) serving as the basis for the extension request. Extension requests submitted without the necessary supporting information and documentation may be rejected by NBCC/CCE. NBCC/CCE reserves the right to require additional information from a requesting candidate in order to evaluate the request.

NBCC/CCE, and the relevant State licensure agency if appropriate, may grant a limited test authorization extension based upon a showing that good cause exists to support the extension. When an extension is granted, NBCC/CCE will provide the requesting candidate with a new test authorization time period and test administration deadline. All extension request decisions are final and cannot be appealed.