



NATIONAL BOARD FOR  
CERTIFIED COUNSELORS.



CENTER FOR  
CREDENTIALING  
& EDUCATION™

# MARYLAND

## LICENSURE EXAMINATION REGISTRATION

National Counselor Examination for Licensure and Certification (NCE)

## Important Information

**Read before submitting your registration.**

- Before registering for the exam, please contact the Maryland Board of Professional Counselors and Therapists to learn how to become approved to test. Before you can register with CCE, confirmation of approval from your state board is required.
- The registration processing time is four weeks from the time your payment is processed. You will be notified by e-mail once you are registered. Your exam registration is valid for six months. Please note that many states impose their own eligibility deadlines that may be less than six months.
- Once you receive your exam registration notification from CCE, you can make an appointment to take the exam during the specified testing window. Exam appointments may be scheduled one or more business days in advance. Space at testing locations is limited and available on a first-come-first-served basis.
- If you have a special accommodation request, please submit it to the Maryland Board of Professional Counselors and Therapists for approval before submitting your exam registration to CCE.
- To reschedule your exam, contact Pearson VUE at least 24 hours prior to your scheduled appointment. There is a \$25 fee to reschedule within seven days of your appointment. You cannot reschedule less than 24 hours prior to your appointment.
- After you schedule your exam, Pearson VUE will send you a confirmation e-mail listing your exam date, your exam time, the address and telephone number of the test center, and directions to the test center.
- Your scores are automatically sent to the Maryland Board of Professional Counselors and Therapists approximately four weeks after the last day of the testing week. Check with the Maryland Board of Professional Counselors and Therapists before requesting a score verification.

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

### TESTING QUESTIONS?

Tel: 336-482-2856      E-mail: [exam@cce-global.org](mailto:exam@cce-global.org)      Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)  
Street Address: CCE Assessment Dept., 3 Terrace Way, Greensboro, NC 27403



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### ABOUT REGISTRATION

- The cost to register is \$195. This examination fee is **nonrefundable and nontransferable**.
- Registration is required. Please allow four weeks' processing time from the time your fee clears.
- You will be notified of the scheduling process by e-mail once you are registered. You must test before the expiration date on your eligibility letter.
- Special accommodation requests must be sent to the Maryland Board of Professional Counselors and Therapists for preapproval.

### PLEASE INCLUDE THE FOLLOWING WITH YOUR MATERIALS:

- Your completed registration form
- Your examination fee (Please make check or money order payable to NBCC.) Use payment form below.
- A copy of your eligibility letter from the Maryland Board of Professional Counselors and Therapists

### SEND REGISTRATION MATERIALS TO:

CCE Assessment Dept.  
P.O. Box 7407  
Greensboro, NC 27417-0407.  
**Or:**  
Fax: 336-482-2852

#### FOR OFFICE USE ONLY

REF.#1: \_\_\_\_\_

BATCH #1: \_\_\_\_\_

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

**You must be approved by the Maryland Board of Professional Counselors and Therapists and all of the materials listed above must be received before you will be allowed to schedule an examination date.**

1. First Name/MI: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Previous Name(s): \_\_\_\_\_
2. Street Address: \_\_\_\_\_  
City, State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_
3. Social Security Number: \_\_\_\_\_
4. Telephone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_
5. E-mail: \_\_\_\_\_
6. Gender: ☐ Male ☐ Female
7. Date of Birth (mm/dd/yyyy): \_\_\_\_\_
8. Ethnic Origin (optional; used for statistical purposes only):  
☐ African-American ☐ Asian ☐ Caucasian ☐ Hispanic/Latino ☐ Multiracial ☐ Native American ☐ Native Hawaiian ☐ Other
9. Have you been approved by the Maryland Board of Professional Counselors and Therapists for special accommodations? ☐ Yes ☐ No
10. Have you previously taken the NCE? ☐ Yes ☐ No If "Yes," indicate date(s): \_\_\_\_\_
11. Master's Degree Granting Institution: \_\_\_\_\_

*I understand that I am taking the NCE as part of the Maryland state licensing requirements and approval to take the NCE or the receipt of a passing score does not demonstrate that Maryland state licensure or NBCC certification requirements have been satisfied. I authorize CCE to provide the Maryland Board of Professional Counselors and Therapists with examination results. Use of the NCE scores for licensure in other states cannot occur until licensure is granted in Maryland. By signing this document, I certify that the information provided in this application is accurate to the best of my knowledge. I agree to abide by all NBCC and CCE policies concerning the NCE.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT FORM

<input type="checkbox"/> Enclosed is a check or money order payable to NBCC.	Card Type: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	Amount: \$ _____
	Name on Card: _____	_____
	Card Number: _____	Expiration Date: _____ / _____
	Verification Code Numbers (from back of card): _____	
<input type="checkbox"/> Please charge the credit card listed on the right.	Cardholder Signature: _____	Date: _____
	Daytime Telephone: _____	Evening Telephone: _____



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## EXAMINATION SUPPLEMENT

National Counselor Examination for Licensure and Certification (NCE)

This is a supplement to the NCE candidate handbook that can be downloaded from [www.nbcc.org/directory](http://www.nbcc.org/directory).

### CONTACT INFORMATION

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

Maryland Board of Professional Counselors and Therapists  
Metro Executive Center 3rd Floor  
4201 Patterson Avenue  
Baltimore, MD 21215-2299.

Phone: 410-764-4732

Web site: <http://www.dhmf.state.md.us/bopc>

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

CCE Assessment Dept.

3 Terrace Way

Greensboro, NC 27403.

Telephone: 336-482-2856

Web site: [www.nbcc.org/directory](http://www.nbcc.org/directory)

### ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the Maryland Board of Professional Counselors and Therapists before testing. If approved, you will receive a Licensure Examination Registration Form and eligibility letter. Send the completed form and the examination fee (\$195) and a copy of your eligibility letter to CCE. (Fees are subject to change.)

### REGISTRATION DEADLINES

Allow four weeks' processing time from the day your fee clears. You can submit the registration materials described above any time after being approved by the Maryland Board of Professional Counselors and Therapists, but be aware that space is limited. You must take the examination during your six-month approval window. (To check the status of your registration, send an e-mail to [exam@cce-global.org](mailto:exam@cce-global.org) and include your state in the subject line.)

### TESTING SCHEDULE

Testing occurs during the first two full weeks of each month. Candidates are scheduled on a first-come-first-served basis. There are four testing locations in Maryland; however, you are able to test at any of the more than 446 Pearson professional centers around the globe. The four sites in Maryland are in Baltimore, Bethesda, Columbia and Salisbury.

### EXAMINATION SCHEDULE FOR 2016

**December 7–19, 2015**

**January 4–16**

**February 8–20**

**March 7–19**

**April 4–16**

**May 2–21**

**June 6–25**

**July 5–23**

**August 8–20**

**September 6–20**

**October 3–15**

**November 7–19**

**December 5–17**

Schedule your exam date through the Pearson VUE Web site or by calling Pearson VUE's toll-free customer service line after you receive confirmation from CCE. For specific site information, go to the Pearson VUE Web site.

Pearson VUE telephone number: 866-904-4432

Pearson VUE Web site: [www.pearsonvue.com](http://www.pearsonvue.com)

### REREGISTRATION

If you fail the exam, you must wait at least three months from your test date before you can retest. The actual retest date will depend on the monthly testing schedule and site availability. You will need to submit a new registration form and examination fee (\$195). Contact the Maryland Board of Professional Counselors and Therapists for the registration form.

### SPECIAL ACCOMMODATIONS

To request a special accommodation, contact the Maryland Board of Professional Counselors and Therapists for approval. CCE must receive confirmation of approval from the board before notifying Pearson VUE of the accommodation requirements. Special accommodation approvals are valid for one year. After one year, you will need to submit a new request.

### AFTER PASSING THE EXAM

If you have questions about the Maryland licensure process, please contact the Maryland Board of Professional Counselors and Therapists for more information.