

Instructions for Scheduling and Taking Your NCE or NCMHCE at a Pearson VUE Center

Registering for the Exam

Please follow the outlined steps to ensure that you are properly registered for your exam. If you have any questions or need clarification, contact us at certification@nbcc.org.

- Log on to your ProCounselor account and ensure the name on the account matches the name on your ID (driver's license/passport).
- Confirm that the e-mail address in your account is one that will be accessible throughout the certification process. Please add certification@nbcc.org to your address book to prevent important communications from going to spam or junk folders.
- When you receive the "authorization to test" e-mail from Pearson VUE, follow the instructions regarding creating an account (see red arrow below). If you have a prior account with Pearson VUE for another type of exam (such as the CPCE), you must create a new account using the Candidate ID number on the current e-mail (see blue arrow below)

You have been authorized to take an exam with Pearson VUE. Information including exam rules and scheduling instructions are shown below. If the details of your authorization do not seem correct, please contact your test sponsor immediately.

Authorized Candidate: Student

Candidate ID: KS1234



Client Authorization ID: KS1234d **Pearson VUE Authorization ID:** 179131830

Exam: NCE-CERT-CBT - National Counselor Examination (NCE) or NCMHCE-CERT-CBT National Clinical Mental Health Counselor Exam

Number of Attempts Authorized: 1

Authorized Dates: 13 April 2017 - 13 May 2017

INSTRUCTIONS FOR SCHEDULING YOUR EXAM

1. You must have a Pearson VUE account set up prior to taking your exam. If you do not currently have an account and password for the Pearson VUE website, this can be created at www.pearsonvue.com/cce/ap/.



- You will see a list of pre-approved exams that should include either the NCE or NCMHCE. Click on the exam for which you are registered.
- On the “Exam Details” page, you will see the exam that is available to you. Click “Schedule this Exam.”
- The “Test Center Search” will appear. You can check as many as three test centers to enable you to compare available dates and times. When you click on a date, the grid will show what appointment times are currently available.
- When you click on a time, you will have an opportunity to proceed with the checkout process, change your appointment or remove the appointment.
- You will be led through a series of checkout steps.
 - Confirm Personal Information
 - Agree to Policies
 - Submit Order
 - Summary
- You will receive a confirmation e-mail from Pearson VUE when you have successfully completed the process.