Student Application Instructions

The following pointers will help you with the application process.

Logging On

- When you first go to ProCounselor, click on “Complete My Student Application” and then on “request a password.” Since an application has already been initiated for you, you are not considered a new visitor.
- Make sure you request a password using the e-mail address at which you received the invitation to apply.
- After you log on for the first time, click on “My Open Applications” (left sidebar).

Completing the Application

- If you are enrolled in a CACREP-accredited program, click “Submit Application” and proceed. A transcript is not required until after you graduate.
- If you are unsure if your program is CACREP-accredited, visit CACREP’s website.
- If you are pursuing a postgraduate certificate or postgraduate coursework to meet the requirements for licensure, you are not eligible for this student application. You must be currently enrolled in a degree-granting program to participate.
- If you are enrolled in a program that is not CACREP-accredited, complete the “Education” and “Coursework” tabs completely.
  - At the “Education” tab, click “Update” in the transcript line. Do NOT click “Add Transcript.”
    - All information requested in bold must be provided.
    - From the second drop-down menu, upload an unofficial transcript. This is the preferred method for transcript submission. If you are unable to upload an unofficial transcript, arrange to have a transcript sent to NBCC, ATTN: Certification Department, 3 Terrace Way, Greensboro, NC, 27403 or e-mailed to certification@nbcc.org.
  - At the “Coursework” tab, populate each area with courses you have taken, are taking, and plan to take.
    - If any courses are not in the drop-down menu, please provide the course prefix, number and title. You do not need to complete either the “Course URL” or “Description” sections; however, a course description or syllabus may be requested during our review process. Please be aware that submitting courses that are not preapproved may prevent you from being eligible for national certification.
    - Indicate the number of semester or credit hours for each course. If your program uses quarter hours, please report only whole numbers—decimal points are not a valid entry.

Submitting the Application

If you have properly followed these steps, the “Submit Application” button should be available. If it is not, please contact certification@nbcc.org for assistance. When you submit your application, make sure you are aware of the following:
• First page: Contact and demographic information. Bolded items are required.
  o Click “next,” which may involve scrolling down and to the right.

• Second page: Exam choice and location
  o Choose either the NCE or the NCMHCE. If you choose the NCE, indicate whether you
    are submitting an application to take the NCE at your campus or at one of our national
    test sites. All online students will choose the site switch option and need to use the
    drop-down menu at the top of the page to choose the most convenient location.
    Students testing on campus should see their campus in the exam location box.
  o If you choose the NCMHCE, you will be contacted by our CBT provider, Pearson VUE,
    after the registration period has closed to establish testing arrangements.
  o To proceed, either click “Next” or “Request SEA” (special exam accommodations).
    o SEA include disability testing accommodations, ESL language accommodations,
      testing at an international location, and exam date adjustments for religious reasons.
    o Once you have submitted your SEA request, you will be contacted by the
      accommodations coordinator regarding required documentation.

• Third page: Ethics disclosures and signature.
  o If you have an ethics disclosure to report, the Ethics Department will contact you
    regarding necessary documentation.

• Fourth page: Payment page
  o Payment can be made by debit/credit card.
  o Payment in full must be made for your application to be submitted and reviewed.
    Applications and payments received after the deadline will be reviewed for the next
    application cycle.
  o All fees are nonrefundable and nontransferable.

After Submission

• Applications are reviewed and approved prior to the exam. If the application reviewer has
  questions about your application, you will be contacted directly. Please keep your contact
  information up to date.

• After your application has been reviewed, you will receive an e-mail to that effect. You can
  also check your status online by logging onto your ProCounselor account and clicking on
  “My Open Applications.”

• If you need to postpone your exam to the next administration (April 2017), send a request to
  certification@nbcc.org. To avoid paying a reregistration fee, the request needs to be made
  more than 30 days prior to the exam date (September 20, 2017). If you postpone your exam
  after that date, you will be required to pay a reregistration fee.

• A week to 10 days prior to the exam, you will receive an exam admissions notification that
  will include specifics regarding location, report time and what to bring with you.

• After you take the exam, you will be informed as to the next steps in the certification

• For your NCE or NCMHCE scores to remain active, you must complete the
  certification process within the specified time frame. If you do not, your application
  will close and your scores will become inactive.