

Signing Up to take The Exam Via Licensing Process, If You Did Not Take The Exam At Your University.

There are only two ways to take the exam: At the University or via the licensure process

1. Applied for licensure as an APC
2. Applicant will receive an email from the licensing board, with the attached Letter of Authorization which included directions on how to apply to take the exam (NCE) via NBCC. It usually goes to SPAM first. And it takes at least 4 – 6 weeks after filling an application to receive the email.
3. Follow the directions in the email and attachment. Filled out the NBCC application to take the exam (which is the attachment)
4. Allowed NBCC at least six hours to download and process your information before you attempt to register for the exam.
5. You will need candidate ID# which NBCC will email to you, to create the account to proceed to the next step to sign up for the exam.
6. The Exam website, will require the Candidate ID to create a Web Account <https://wsr.pearsonvue.com/testtaker/profile/SignUp.htm?client=CCE>
7. MOST important MUST HAVE, from NBCC, your **“Candidate ID: This is your Candidate ID that can be found on your Authorization To Test letter.” (this is referring to NBCC’s authorization letter)**

THIS PROCESS COULD TAKE UP TO THREE (3) MONTHS TO COMPLETE.

The Application for licensure will only be open for ONE (1) year, so be ready to take the EXAM as soon as you get notification.