

National Counselor Examination (NCE) State Specific Insert for West Virginia Licensure Candidates

****This is a supplement to the NCE Candidate Handbook. You can download the handbook from the NBCC Web site at www.nbcc.org/stateboardmap****

CONTACT INFORMATION

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

West Virginia Board of Examiners in Counseling
815 Quarrier Street, Suite 212
Charleston, WV 25301
Phone: 800-520-3852
Fax: 304-558-5496
Web site: <http://www.wvbec.org>
Email: rclay27@msn.com

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

NBCC Assessment Dept.
3 Terrace Way
Greensboro, NC 27403
Phone: 336-547-0607
Web site: www.nbcc.org/stateboardmap

ELIGIBILITY REQUIREMENTS

Candidates must receive approval from the West Virginia Board of Examiners in Counseling before testing. Once approved, candidates will receive a Licensure Examination Registration Form with **original ink signature** and approval letter from the West Virginia Board. The registration form should be completed and sent by U.S. postal mail to NBCC with the examination fee (\$185) and a copy of their approval letter. **(Fees are subject to change.)**

REGISTRATION DEADLINES

Candidates will need to allow approximately 4 weeks processing time once their payment and materials are received by the NBCC Assessment Dept. Candidates can submit registration materials described above at any time after being approved by the West Virginia Board but be aware that space is limited. The fees are good for 6 months.

TESTING SCHEDULE

Testing is normally the first full week of each month, Monday thru Saturday at 9:00am and 1:30pm, with four hours allowed for the exam. However, only certain sites offer Saturday testing; candidates should contact AMP for particular locations and dates. Candidates are scheduled on a first-come, first-served basis. There is one testing location in West Virginia, however, you are able to test at any of the over 150 AMP assessment centers across the U.S. The exam site in West Virginia is Charleston, WV.

Examination schedule for 2008/2009:

❖	October '08	10/06 – 10/11
❖	November '08	11/03 – 11/08
❖	December '08	12/01 – 12/06
❖	January '09	01/05 – 01/10
❖	February '09	02/09 – 02/14
❖	March '09	03/02 – 03/07
❖	April '09	04/13 – 04/18
❖	May '09	05/04 – 05/09
❖	June '09	06/01 – 06/06
❖	July '09	07/06 – 07/11
❖	August '09	08/03 – 08/08
❖	September '09	09/14 – 09/26
❖	October '09	10/05 – 10/10
❖	November '09	11/02 – 11/07
❖	December '09	12/07 – 12/12

Exam dates should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line **after receiving confirmation from NBCC.**

AMP Phone number: 888-519-9901

AMP Web site: www.goAMP.com

RE-REGISTRATION

Candidates who fail the exam must wait at least 3 months from their test date before they can retest. The actual retest date will depend on the monthly testing schedule and site availability. Candidates will need to send a new registration form and examination fee (\$185). They will need to contact the West Virginia Board for another registration form.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the West Virginia Board for approval. Candidates must submit their request for accommodations to the WVBEC at least 2 weeks before they plan to register with NBCC. NBCC must receive approval confirmation from the West Virginia Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the West Virginia Board for another approval. Candidates testing with approved special accommodations should schedule their test via the toll-free number to ensure their accommodations are confirmed.

AFTER PASSING THE EXAM

Once a candidate has successfully passed the NCE, please allow 3-4 weeks for the West Virginia Board of Examiners in Counseling (WVBEC) to receive your test scores. Once WVBEC receives your official test scores from NBCC you will be sent an email notification with further information. You may visit WVBEC's web site at www.wvbec.org for additional information about the licensure process.

