Computer-Based Testing Special Accommodations Request
for State Licensure Candidates

Use this form if you are requesting special accommodations for the examination(s). All requests are reviewed individually and are subject to NBCC approval.

Applicant's Name: _____

Candidates With Disabilities

Please identify briefly the nature of your disability. (Attach letterhead documentation to include diagnosis and recommended accommodations by a qualified professional.) Specify the special accommodations and/or arrangements you will need to complete the National Counselor Examination for Licensure and Certification (NCE) and/or the National Clinical Mental Health Counseling Examination (NCMHCE). Documentation may not be more than five years old.

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_____

_____

_____

I certify that this information is correct. I have attached the required documentation.

_____ _____

Applicant's Signature Date

Candidates for Whom English Is a Second Language

I am requesting two additional hours of exam time and/or permission to bring a nonelectronic, word-to-word translation dictionary due to English as a second language (ESL). I have attached documentation from my graduate program showing that I received special accommodations due to ESL while in school.

_____ _____

Applicant's Signature Date

Note: If you studied in another language, we will verify the international degree equivalency evaluation you submitted as part of this application.

Request for Special Exam Date

I have attached a letter from my clergyperson verifying that I cannot participate in the examination on Saturday for religious reasons. Please contact me to arrange a special administration of the NCE on the Friday immediately preceding or the Monday immediately following the scheduled administration date.

_____ _____

Applicant's Signature Date

Request for International Exam Location (Only for active military personnel testing for state licensure.)

Please contact me to arrange for testing at an international location.

_____ _____

Applicant's Signature Date

Note: Cancellations of special exam accommodations must be made at least seven business days before the exam date.