

# TEST ON DEMAND (TOD) REQUEST AND PAYMENT FORM



NATIONAL BOARD FOR  
CERTIFIED COUNSELORS®



CENTER FOR  
CREDENTIALING  
& EDUCATION

## Mailing Address

Assessment Services  
Attn: SEA Coordinator  
PO Box 7407  
Greensboro, NC 27417-7407

OR

## Fax Number

Attn: SEA Coordinator  
336-217-0222

The Center for Credentialing & Education (CCE) offers a test-on-demand option for National Certified Counselor (NCC) applicants who are unable to sit for their exam during the scheduled administration period. This service is \$350. To request this service, please complete the information below.

Payment is nonrefundable and registration is contingent upon meeting all NCC application requirements.

### Please select the exam for which you are requesting to test on demand.

- National Counselor Examination for Licensure and Certification (NCE)  
 National Clinical Mental Health Counseling Examination (NCMHCE)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ ProCounselor ID \_\_\_\_\_ OR NBCC ID \_\_\_\_\_

## PAYMENT FORM—DO NOT DETACH

Please select an option for submitting your \$350 payment. The Assessment Services Department will contact you within four weeks of receipt of your request to schedule the examination.

- Enclosed is a check or money order payable to NBCC.  Please charge the credit card listed below.

Card Type:  VISA  MasterCard  American Express

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Verification Code Numbers (from back of card): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

## For Internal Use Only

Test on Demand approved by: \_\_\_\_\_ Date: \_\_\_\_\_