

**National Counselor Examination (NCE)
National Clinical Mental Health Counseling Examination (NCMHCE)
State Specific Insert
for North Dakota Licensure Candidates**

****This is a supplement to the NCE/NCMHCE Combo 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 North Dakota licensure should be directed to:

North Dakota Board of Counselor Examiners
2112 10th Avenue SE
Mandan, ND 58554
Phone: 701-667-5969
Web site: <http://www.ndbce.org>

All questions and requests for information about the North Dakota 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 North Dakota Board of Counselor Examiners before testing. Once approved, candidates will receive an approval letter and a Licensure Examination Registration Form from the North Dakota 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 North Dakota 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 are currently two testing locations in North Dakota, however, you are able to test at any of the over 150 AMP assessment centers across the U.S. The two sites in North Dakota are Bismarck and Fargo.

Examination schedule for 2010:

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

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 North Dakota Board for another registration form.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the North Dakota Board of Counselor Examiners for approval. NBCC must receive approval confirmation from the North Dakota Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the North Dakota 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 or NCMHCE, they will need to contact the North Dakota Board of Counselor Examiners for further information. All questions about the North Dakota licensure process should be directed to the North Dakota Board.

