

**National Counselor Examination (NCE)
National Clinical Mental Health Counseling Examination
(NCMHCE)
State Specific Insert
for Utah 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 Utah licensure should be directed to:

Division of Occupational Professional Licensing
160 E 300 S, Box 146741
Salt Lake City, UT 84114-6741
Phone: (801)530-6720
Fax: (801)530-6511
Web site: http://www.dopl.utah.gov/licensing/professional_counselor.html

All questions and requests for information about the Utah 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 should send the Licensure Examination Registration Form with **original ink signature**, examination fee (\$185), and an official, sealed (unopened) academic transcript identifying the conferral date of a Master's degree in counseling or a related field to NBCC. **(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 Division of Occupational Professional Licensing 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 4 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 Utah, however, candidates are able to test at any of the over 150 AMP assessment centers across the U.S. The one site in Utah is Salt Lake City.

Examination schedule for 2010:

❖	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**. For specific site information, go to the AMP web site.

AMP Phone number: 888-519-9901
AMP Web site: www.goAMP.com

RE-REGISTRATION

Candidates who fail the exam will have to 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).

SPECIAL ACCOMMODATIONS

Candidates should request special accommodations by completing the form in the Candidate Handbook and submitting it with their Licensure Examination Registration form. Supporting documentation from a qualified professional is also required. Special Accommodation approvals are good for one year. After one year, candidates will need to submit a new request. 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, the candidate must contact the Division of Occupational Professional Licensing for further information. All questions about the Utah licensure process should be addressed to the Division of Occupational Professional Licensing office.

