

### **Procedures for taking the NCE before graduation:**

- Students are eligible to take the NCE (National Counselor Examination) during their last Fall or Spring semester as a student on the TWU campus.
- Dr. Susan Adams is the NCE Coordinator and should be contacted about questions related to taking the exam.
- Applications for the NCE are available from Dr. Adams. Applications to take the Fall exam are usually available about mid-summer. Applications for the Spring exam are usually available around Thanksgiving.
- ONLY money orders are acceptable for the registration fee – which currently is \$295.
- Once all the applications are submitted and processed, Dr. Adams will establish a global email for all the applicants. She will use this email to communicate related information about the exam to those that have signed up.
- Dr. Adams will also schedule a review for the NCE for the applicants. During this review she will cover the procedures related to taking the test on campus and also offer a few tips on how to study for the test. This review is limited to those who have signed up since it is specific to the campus exam and also due to space limitations. She will attempt to accommodate the schedules of the applicants as much as possible, but it will be either a Saturday or Sunday afternoon. The review will last about 4 hours and is free. It is not a “formal review” but will familiarize the applicants with the exam based on Dr. Adams’ extensive experience with the NCE.
- The test is a paper-and-pen version and is given about mid-October and mid-April each year on the TWU campus – usually in HDB. There is no summer administration.
- It usually takes about 7-8 weeks to get the results back, but students do have those before they graduate. **However, this is NOT the end of the process!** 😊

### **While you are waiting for your results:**

- Go ahead and stop by the registrar’s office to request about 5-6 official transcripts and be sure to make “Degree conferred”. Do this early so they can be mailed to you as soon as they are available after graduation. Note: According to reports by former students transcripts are not usually available for about 6-8 weeks after graduation so you want to request them early. The reason you request multiple copies is because you will need them for several places and you want to have “extras” – just in case. It takes about 2-3 weeks to get official transcripts later... (as reported by former students.) You will need one to send to NBCC, one for the LPC Board, and perhaps one for your employer.
- If you are going to apply for a doctoral program, you will need one for **each** school you are applying to (plus each school will also required official copies of your undergrad transcripts as well – so order multiple ones of these too!!!!)

### **Procedures After Graduation:**

- You would send an official transcript, indicating that your degree has been granted, to NBCC. Once they receive the transcript, along with the final required “supervision endorsement” documentation, you will receive a certificate indicating that you are a National Certified Counselor (NCC) and can use that credential after you name immediately – since the required post graduation hours are waived because TWU is CACREP accredited.
- You could also send the processing fee (currently \$20) to NBCC and request that they send your scores to the Texas LPC Board – which will accept them as your state licensing examination for your LPC-Intern. (Note: If you are moving out of state and the new state accepts the NCE as their state licensing exam, you would follow the same procedure and have your scores sent directly to their LPC Board.)

- Go to the Texas LPC Board's website (<http://www.dshs.state.tx.us/counselor/default.shtm>) and start becoming familiar with this site. You will find the ethical code that will apply to you as your practice in the state of Texas and you will find the application forms to apply for your LPC-Intern license! You can download these and fill them out. (What else do you have to do with your time while you wait and complete your last semester? Ooohhh yes... portfolios. 😊)
- You will also find information about finding a supervisor (LPC-S) – if you need one for your 3000 post-master's hours of experience for LPC. Some of you may not need one because you have one where you will be working that will provide your supervision as a “perk” of your job.

### **Advantages to taking the NCE before graduation:**

- 1) The test is taken with fellow peers, which is more comfortable.
- 2) The test is given on the TWU campus – usually in HDB – so that is less anxiety producing.
- 3) Information is very recent because students are just completing courses or have recently completed them.
- 4) Passing the NCE on campus means that you are a “National Certified Counselor” and since you are graduating from a CACREP accredited program you can use the credential of “NCC” after your name as soon as you receive your certificate – following graduation.
- 5) If you are moving out of state and the state you are moving to uses the NCE as their state licensing exam, you would ask NBCC to forward your certification scores to the new state's LPC Board. The cost of this currently is \$20. This also means you would not have to take the exam over again. If you are moving out of state, please check the state requirements where you are moving to see what that state's licensing requirements are. (Go to <http://www.nbcc.org/directory/Default.aspx> and click on the blue state or you can do an Internet search for the LPC Board in that state; however, be aware that not all states “call” us Licensed Professional Counselors (LPCs) or have the LPC-Intern license. Certainly there is a post-master's experience requirement, but it varies from state to state – as does the “title” given to people in this phase of their professional development.
- 6) You can immediately start the LPC-Intern process as soon as you received your official transcripts from TWU indicating that your degree had been granted. (This saves time since you don't have to wait to take the test at some future point.) **This is important because you cannot begin to count hours toward your LPC until you have been granted the LPC-Intern (in Texas or whatever is comparative in another state).**

### **If you wait until you graduate to take the exam:**

- The test is given only on computer, which is anxiety producing for some.
- The test is given at off campus sites only so anxiety may be increased due to unfamiliar test taking environment.
- The test you take is only the STATE licensing exam – NOT the national certification exam – although they are the “same test”. (However, it is a bit cheaper – since it is ONLY the state licensure exam.) If you want to become nationally certified, you would need to complete an application to NBCC and pay an additional fee. This would have the greatest impact on those that might one day move out of Texas. Depending on passage of time, it might or might not be an option to apply for national certification at that time and could potentially result in having to retake the exam and/or additional coursework.
- Because of passage of time, you may not have the current information and/or have it readily accessible in short term memory so your study time could be more intense and/or difficult. Also you might be required to take additional coursework – depending on what the state requirements were at that particular time. This can get complicated quickly depending on when you are applying for LPC-Intern. For example, there are some CACREP changes that will be implemented in CACREP program Fall 2009 and they will eventually be reflected in the Texas LPC requirements (as well as other state's requirements).