



National Certification Examinations Testing Authorization Periods and Extension Requests Policy

**Approved: November 1, 2021
Effective: January 1, 2024**



A. POLICY INTRODUCTION

The National Board for Certified Counselors, Inc. (NBCC) administers a rigorous examination program for its national certifications. The National Certified Counselor (NCC) and the Certified Clinical Mental Health Counselor (CCMHC) certifications utilize two nationally normed examinations, the National Counselor Examination (NCE) and the National Clinical Mental Health Counseling Examination (NCMHCE). These examinations are taken by professional counselors pursuing national certification through NBCC.

Effective as of January 1, 2024, this National Certification Examinations Testing Authorization Periods and Extension Requests Policy (Policy) establishes and explains test administration period requirements for the national certification examinations offered by NBCC. Questions concerning this Policy or the national certification examination process should be directed to the Certification and Credentialing Department by email at certification@nbcc.org.

B. POLICY PURPOSE

The Policy explains the test authorization periods applicable to NCC and CCMHC candidates who register to take the NCE or the NCMHCE. Specifically, candidates are required to complete the relevant certification examination within a 6-month test authorization period or window, unless an extension is granted pursuant to this Policy.

C. TESTING AUTHORIZATION PERIODS FOR NATIONAL CERTIFICATION EXAMINATIONS

Each certification candidate will be notified of the relevant 6-month certification examination authorization period in an Authorization to Test communication issued by NBCC. Candidates also can request such test authorization period information by contacting NBCC by email at certification@nbcc.org or by telephone at 336-547-0607. Candidates who fail to schedule and take the certification examination within the test authorization period will forfeit all registration fees paid to NBCC and will be required to reregister for the certification examination, unless a test authorization extension is granted pursuant to this Policy.

D. AUTHORIZATION FOR TEST EXTENSION REQUESTS

In certain circumstances, certification candidates may submit a written request to the Director of the Certification and Credentialing Department seeking to extend the 6-month test authorization period. Such requests must be submitted to NBCC at certification@nbcc.org *prior to* the expiration of the candidate's test authorization period, which is identified in the Authorization to Test communication. No extension requests will be considered once the original test authorization period has expired.

Test authorization extension requests may be granted by NBCC for good cause, specifically circumstances that would make it impossible or very difficult for the requesting candidate to schedule and complete the examination within the 6-month test authorization period. Candidates requesting an extension of the test authorization period are required to submit specific information and related



documentation supporting the request. Supporting documentation may include a letter from a health care provider, employer, government agency, and/or other organization or an individual with first-hand knowledge of the reason(s) and circumstance(s) serving as the basis for the extension request. Extension requests submitted without the necessary supporting information and documentation may be rejected by NBCC. NBCC reserves the right to require additional information from a requesting candidate in order to evaluate the request.

NBCC may grant a limited test authorization extension based upon a showing that good cause exists to support the extension. When an extension is granted, NBCC will provide the requesting candidate with a new test authorization period and test administration deadline. All extension request decisions are final and cannot be appealed.