

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

Arkansas Board of Examiners in Counseling
PO Box 70
Magnolia, AR 71754-0070
Phone: 870-901-7055
Fax: 870-234-1842
Web site: www.state.ar.us/abec

All questions and requests for information about the Arkansas 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 Arkansas Board of Examiners in Counseling before testing. Once approved, candidates will receive a Licensure Examination Registration Form from the Arkansas Board. The Registration Form should be completed with an **original signature** and sent by U.S. postal mail to NBCC with the examination fee (\$185). **If a registration form is submitted to NBCC and the candidate is not approved by the Arkansas Board, the fee is non-refundable. (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 Arkansas Board but be aware that space is limited. The fees are good for 6 months.

TESTING SCHEDULE

Testing is 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. Two testing locations are in Arkansas; however, a candidate may test at any of the over 150 AMP assessment centers across the U.S. The two sites in Arkansas are Fayetteville and Little Rock.

Examination schedule for 2009/2010:

❖ November '09	11/02 – 11/07
❖ December '09	12/07 – 12/12
❖ 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

After the candidate receives confirmation from NBCC, the desired exam date should be scheduled by the candidate through AMP's Web site or by calling AMP's toll-free customer service line.

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).

Candidates who fail twice must wait two years and apply as a new applicant meeting any requirements in place the date the new application is received by the Arkansas Board. Candidates should contact the Arkansas Board for reapplication requests.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the Arkansas Board for approval. NBCC must receive approval confirmation from the Arkansas Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the Arkansas 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, the candidate must contact the Arkansas Board of Examiners in Counseling for further information. All questions about the Arkansas licensure process should be addressed to the Arkansas Board office.