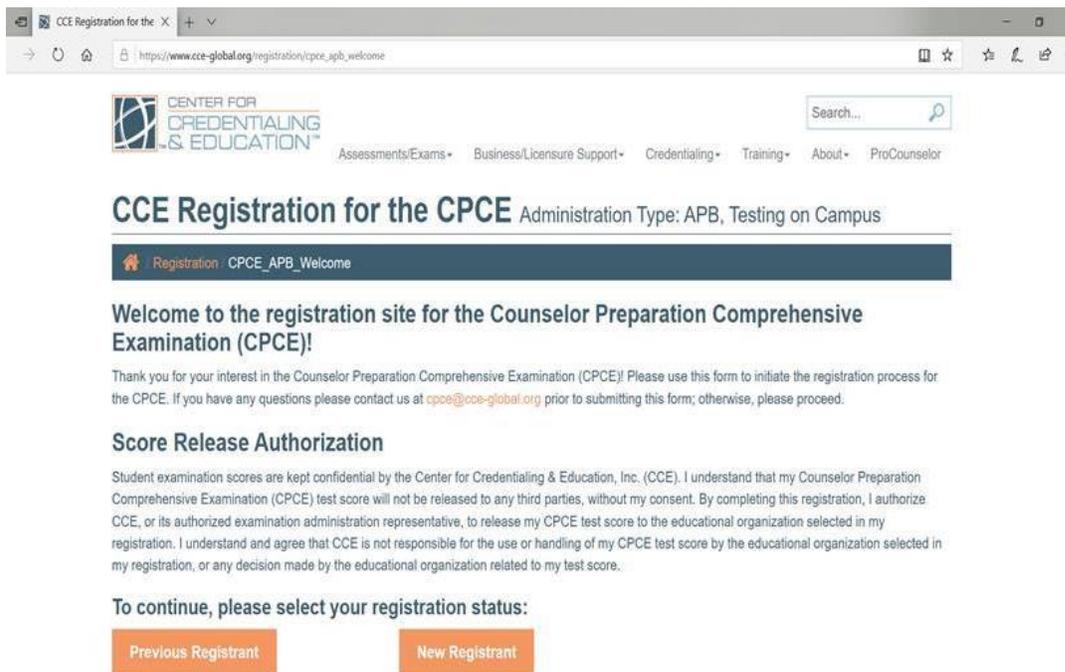


CPCE Registration

On Campus at Taylor Education Building click here:
https://www.cce-global.org/registration/cpce_apb_welcome

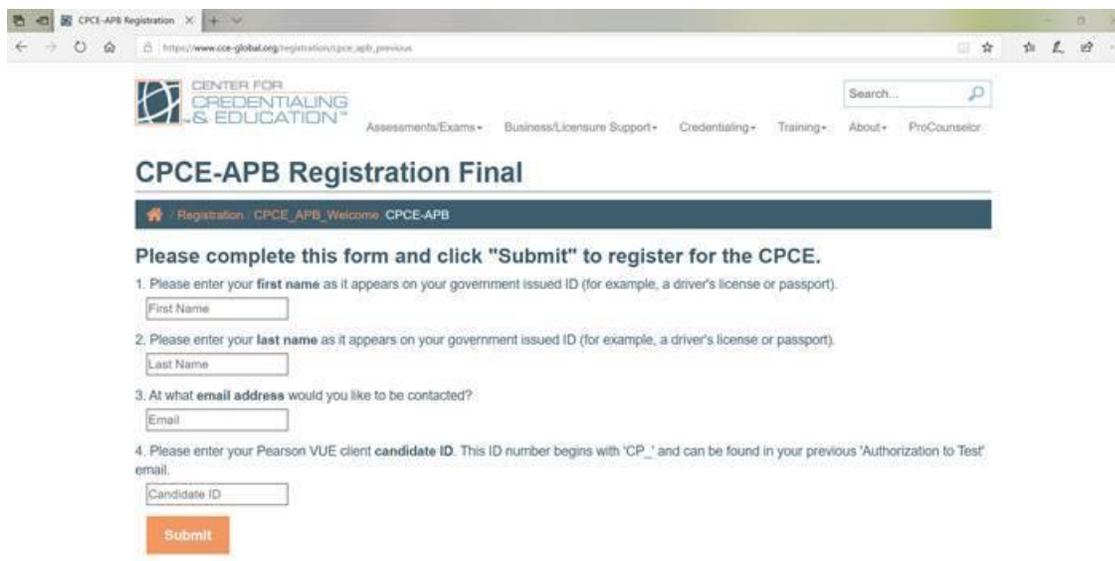
Testing Off Campus/Closer to Home (additional fee may apply) click here:
https://www.cce-global.org/registration/cpce_cbt_welcome

When students click on the link for APB (testing on campus), they will see the following screen (the screen for CBT (off campus, closer to home) will be noted as such:



The screenshot shows a web browser window with the URL https://www.cce-global.org/registration/cpce_apb_welcome. The page header includes the logo for the Center for Credentialing & Education and a navigation menu with links for Assessments/Exams, Business/Licensure Support, Credentialing, Training, About, and ProCounselor. The main heading is "CCE Registration for the CPCE Administration Type: APB, Testing on Campus". Below this is a breadcrumb trail: "Registration > CPCE_APB_Welcome". The main content area starts with a welcome message: "Welcome to the registration site for the Counselor Preparation Comprehensive Examination (CPCE)!" followed by a paragraph of instructions. A section titled "Score Release Authorization" contains a paragraph of text. At the bottom, there is a prompt "To continue, please select your registration status:" with two buttons: "Previous Registrant" and "New Registrant".

Students who click on "Previous Registrant," will see the screen shown below. They should enter their name, email address, and Pearson VUE candidate ID. Someone from CCE will then contact the student within two days with a status on their account. Students should only complete the CCE registration one time. However, students who complete the registration more than once can click on "Previous Registrant" and we will catch them before they are exported again to Pearson.



The screenshot shows a web browser window with the URL https://www.cce-global.org/registration/cpce_apb_previous. The page header is identical to the previous screenshot. The main heading is "CPCE-APB Registration Final". Below this is a breadcrumb trail: "Registration > CPCE_APB_Welcome > CPCE-APB". The main content area starts with a prompt: "Please complete this form and click 'Submit' to register for the CPCE." followed by four numbered steps, each with a corresponding text input field: 1. "Please enter your first name as it appears on your government issued ID (for example, a driver's license or passport)." with a "First Name" field. 2. "Please enter your last name as it appears on your government issued ID (for example, a driver's license or passport)." with a "Last Name" field. 3. "At what email address would you like to be contacted?" with an "Email" field. 4. "Please enter your Pearson VUE client candidate ID. This ID number begins with 'CP_' and can be found in your previous 'Authorization to Test' email." with a "Candidate ID" field. At the bottom of the form is a "Submit" button.

New students will click on "New Registrant" and will see the screens below:

The screenshot shows a web browser window with the URL https://www.cce-global.org/registration/cpce_apb. The page header includes the logo for the Center for Credentialing & Education and a navigation menu with items: Assessments/Exams, Business/Licensure Support, Credentialing, Training, About, and ProCounselor. A search bar is located in the top right corner. The main heading is "APB-CPCE Registration Final". Below this is a breadcrumb trail: Registration / CPCE_APB>Welcome CPCE-APB. The primary instruction is "Please complete this form and click 'Submit' to register for the CPCE." The form consists of six numbered steps, each with a text input field:

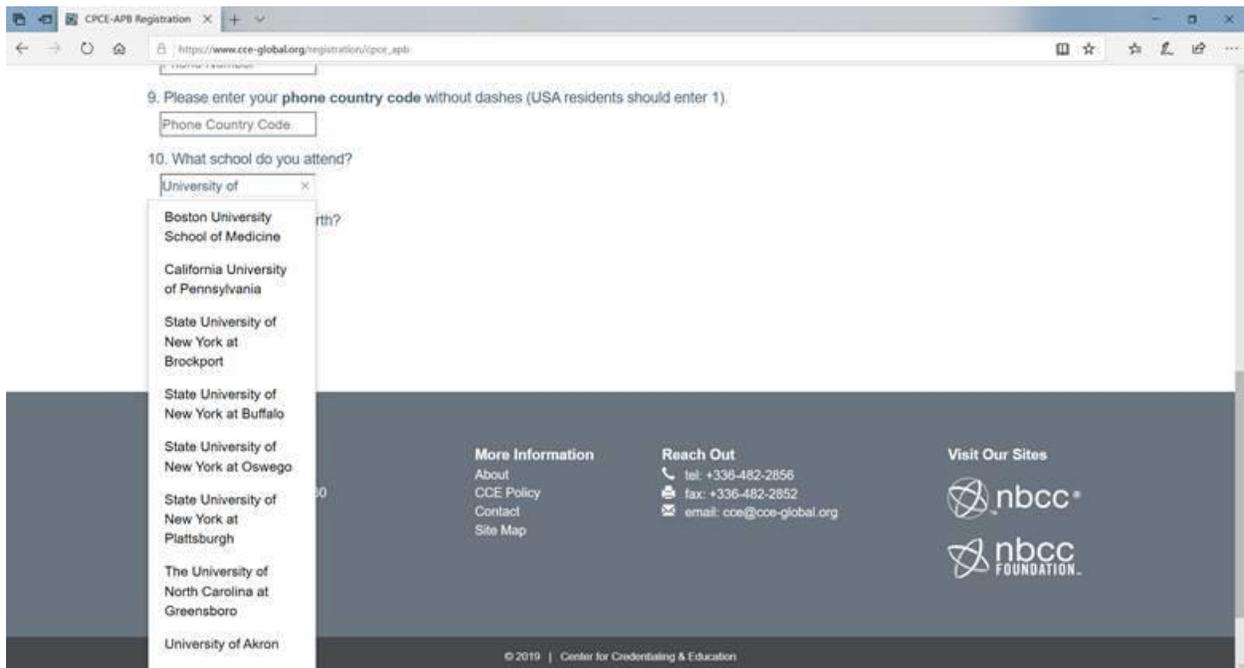
1. Please enter your **first name** as it appears on your government issued ID (for example, a driver's license or passport).
2. Please enter your **last name** as it appears on your government issued ID (for example, a driver's license or passport).
3. At what **email address** would you like to be contacted?
4. What is the **street address** and **city** where you currently live?
5. Please enter the **state** (abbreviation) where you currently live.
6. In what **ZIP** code is your home located?

This screenshot shows the continuation of the registration form, starting with step 7. It includes the following numbered steps and input fields:

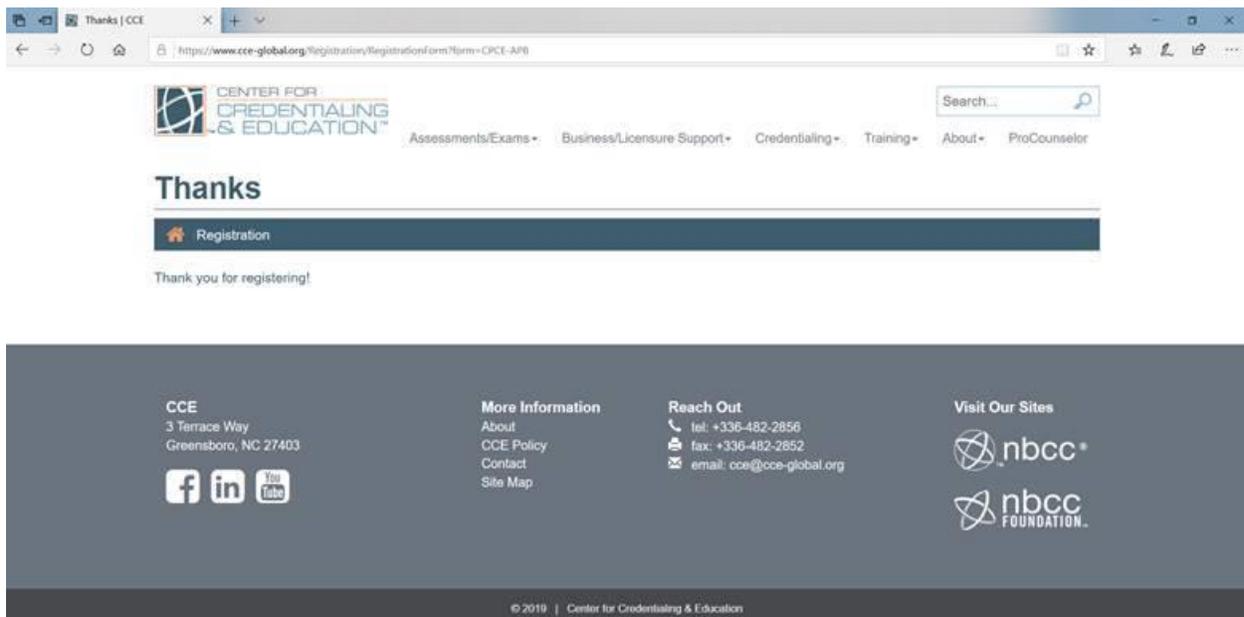
7. Please enter your three letter **country abbreviation**. (US residents should enter USA)
8. Please enter your **phone number** in the following format: area code plus phone number, without dashes.
9. Please enter your **phone country code** without dashes (USA residents should enter 1).
10. What school do you attend?
11. What is your **date of birth**?

At the bottom of the form is an orange "Submit" button.

When students get to question 10 asking for the school they attend, they should start typing the school name and schools will pop up to choose from, as shown below. There is no longer a drop-down for the schools.



Once the registration is completed, students will see the following screen:



Within a couple of days, students will receive an authorization to test email from Pearson VUE with their candidate ID number. They can then create their account with Pearson and pay for their exam.

Remember for APB/ On Campus test takers ONLY: After completing the registration process you will call NCCU's Testing Center (Taylor Education Building) to schedule your testing appointment. You will call 919-530-7367 and ask to speak to Ms. Cynthia Duarte. Ms. Duarte will schedule your appointment.

Off campus test takers need to make sure Dr. Barrow knows you are testing off-site before registering. Dr. Barrow has to approve your off-site testing option before you can register.

Registering for the CPCE at NCCU is a two-step process. Please follow the directions below to complete your registration for the CPCE (comprehensive exam). Remember to refer to Key Dates for the 2-week testing window in the fall and spring of each year.

CPCE-APB

(Testing on campus)

*If you will be requesting ***exam accommodations***, refer to pg. 3 SPECIAL ACCOMMODATIONS.

NOTE: If you are also taking the NCE, this is a separate registration process that must be completed in order to take the CPCE. You must register and create an account for each exam. Do not use the same username for the two accounts.

Registering with CCE:

1. Go to the CPCE registration link and fill out the required information. https://www.cce-global.org/Registration/CPCE_APB_Welcome. **Complete this registration at least 7 business days (not calendar) before testing to allow sufficient processing time. DO NOT complete the CCE registration more than one time.**

NOTE: When you get to question 10 asking for the school you attend, you should start typing the school name and schools will pop up to choose from. There is no longer a drop-down for schools.

2. Once you complete the registration above, you will receive an "Authorization to Test" email from Pearson **within 7 business days**. Be sure to check your spam and junk folders. The email will contain your candidate ID number. **Allow 7 business days to receive your email.** Registrations cannot be expedited.

After you complete the steps above (CCE registration part) you will receive an email from Pearson VUE with your candidate ID number. After you receive your candidate ID number you will proceed with the second part (see below "Registering with Pearson VUE"). When you get to #15 under the Registering with Pearson VUE section (below), you will be prompted for payment.

Registering with Pearson VUE:

(Note: The CPCE does not use private access codes.)

1. **AFTER** you receive the email from Pearson VUE, go to their website to create an account. (<http://www.pearsonvue.com/cce/ap/>).
****IF YOU DO NOT RECEIVE AN EMAIL FROM PEARSON VUE after waiting 7 business days, contact CCE at cpce@cce-global.org. DO NOT CREATE AN ACCOUNT with Pearson VUE until you have your Candidate ID number.**
2. Click "I am a test taker"
3. Under Test Takers, click on "I will use the computer provided to me at the testing event to take the exam." Or, if you are bringing your personal laptop, then click on "I will use my own computer to take the exam."
4. In the section Before your testing event, click on "Create a web account."
5. CCE-Create a web account: Enter your first name and last name that was used with your CCE registration. Then, put in your candidate ID number from your "Authorization to Test" email and click Next.
6. Enter your contact information. When putting in your email address, BE SURE to put the same email you used when you completed the CCE registration.
7. You will need to create a username, password, and answer security questions. YOUR USERNAME should be the email address used for the CCE registration.
8. "CCE Exams" screen: Click on "CPCE-APB: Counselor Preparation Comprehensive Examination (CPCE)" under the Pre-approved Exams.
9. ***If you will be receiving an exam accommodation of additional time, you should now click on "Sign out"**. You will call the Pearson VUE Accommodations team at 800-466-0450 to register and pay for the exam via credit card or voucher number, if applicable. **DO NOT PAY for your exam online if you will be receiving accommodations.**
10. "Exam Details" screen: Click on **Register for this Exam**.

11. "Additional Questions from CCE" screen: Answer and click **Next**.
12. "My Order" screen: Click on **Proceed to Checkout**. DO NOT PAY for the exam unless you are ready to test. ***ALL FEES ARE NON-REFUNDABLE**.
13. "Checkout-Step 1: Confirm Personal Information": Your name must exactly match the identification that is presented at the test center (first and last name). Click on **Next**.
14. "Checkout-Step 2: Agree to Policies": Read over the CCE policies, check the box at the bottom right and click **Next**.
15. "Checkout-Step 3: Enter Payment": Enter credit card information and then you will see your Order Total. Click on **Next**. (If your school has provided you with a voucher number, click on "Add Voucher or Promo Code" and then put in the voucher number.)
16. "Checkout-Step 4: Submit Order": Review everything and then click on **Submit Order**.
17. You must check with your school to find out the specific test date(s)/time/location that they are offering the exam. (This exam CANNOT be taken at home. It must be in a proctored environment at your school.)
18. **REMEMBER YOUR USERNAME AND PASSWORD**. You will need this on the day of the exam.
19. After completing this you will receive an email instructing you to call your Testing Center (Taylor Education Building on NCCU's campus) to schedule your testing appointment. You will call 919-530-7367 and ask to speak to Ms. Cynthia Duarte. Ms. Duarte will schedule your appointment.

❖ **Registrations cannot be expedited for any reason.**

❖ You can test up to **3 times within the 6 month eligibility period** as long as your school is having a CPCE administration and your eligibility will not expire before the test date. However, you **must pay for the exam each time** you test.

❖ Once you pay for the exam, you must test before your current eligibility expires or you will **forfeit your money**.

❖ If you need to make any **EDITS/CHANGES to your demographic information** that was exported to Pearson VUE, send an email to cpce@cce-global.org with the corrections and it will be

updated.

- ❖ If your **ELIGIBILITY EXPIRES** and you have not paid for the exam, ask your school to email the CPCE Program Coordinator (Laura Hall) at CCE to extend your eligibility. **DO NOT COMPLETE THE CCE REGISTRATION AGAIN OR PAY FOR THE EXAM YET.**

- ❖ If you need to **RETAKE THE EXAM**, check with your program coordinator to set up a date. Then, sign into your Pearson VUE account at www.pearsonvue.com/cpce, check your eligibility, and pay for the exam. **DO NOT PAY** for the exam again if your eligibility has expired. Make sure the eligibility is still current.

- ❖ **After you complete the exam**, your score report should print out if the computer is connected to a printer. If not, you can sign into your Pearson account by going to www.pearsonvue.com/cpce and you will see an option to view/print your score report. **However, it can take up to 24 hours for the score report to show up in your account.** The score report will show your score in each content area and a total score.

A **score roster will be sent to your school** with confirmation of testing the following month after you have tested. They will receive it by the middle of the month. (i.e. A score roster of students who tested during the month of August will be sent to the school on September 15th.)

- ❖ **SPECIAL ACCOMMODATIONS: If you are approved to receive additional time, ZOOMTEXT, or color contrast for testing**, the Disabilities Office or Student Affairs at your school should email a letter on school letterhead with your name stating that you are approved for this accommodation, along with a signature and date, to Laura Hall at CCE at cpce@cce-global.org. Keep in mind that the additional time will not show on your computer screen until you have clicked on question 1. All other accommodations will be set up by your school. **DO NOT PAY for the exam until the accommodations have been applied to your record. Then, you will call the Pearson VUE Accommodations team to register/pay over the phone.**

- ❖ **Pearson VUE customer service** is open Monday-Friday 7:00am-7:00pm CST. (866-904-4432)