

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

Ohio Counselor, Social Worker, and Marriage Family Therapist Board
50 W. Broad Street, Suite 1075
Columbus, OH 43215-5919
Phone: 614-466-6462
Fax: 614-728-7790
Web site: <http://cswmft.ohio.gov>

All questions and requests for information about the Ohio 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 Ohio Counselor, Social Worker, and Marriage Family Therapist Board before testing. Once approved, candidates will receive a Licensure Examination Registration Form and eligibility letter from the Ohio Board. The Registration Form should be completed with **original ink signature** and sent by U.S. postal mail to NBCC with the examination fee and a copy of their eligibility letter (\$165 for the NCE or \$145 for the NCMHCE). **(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 must sit for the examination before their eligibility letter submitted with the registration form expires.** Candidates can submit registration materials described above at any time after being approved by the Ohio Board but be aware that space is limited.

TESTING SCHEDULE

Testing is normally 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. There are four testing locations in Ohio, however, candidates are able to test at any of the over 150 AMP assessment centers across the U.S. The four sites in Ohio are Cincinnati, Cleveland (Brook Park), Columbus, and Toledo.

Examination schedule for 2010:

❖	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

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.**

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. They will need to contact the Ohio Board for another registration form.

SPECIAL ACCOMMODATIONS

Candidates who need special accommodations should contact the Ohio Board for approval. NBCC must receive approval confirmation from the Ohio Board before notifying AMP of the accommodations. Special accommodation approvals are good for one year. After one year, candidates will need to contact the Ohio 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 Ohio Counselor, Social Worker, and Marriage Family Therapist Board for further information. All questions about the Ohio licensure process should be addressed to the Ohio Counselor, Social Worker, and Marriage Family Therapist Board office.