

UNO Bridge Student Guide: Applying for the National Counselor Examination (NCE)

If you are enrolled as a Bridge Student in the UNO Counseling Program and are planning on taking the National Counselor Exam (NCE), you must first receive authorization from the Nebraska Department of Health and Human Services (DHHS) before registering for the National Counselor Examination (NCE). This guide walks you through each step of the process.

Step 1: Submit the Nebraska DHHS Examination Application

Complete the [Application to Take the Examination](#) through the Nebraska Department of Health and Human Services (DHHS).

When completing the application:

- Select National Counselor Examination (NCE) if you are applying for the NCE.
 - If instructed by DHHS, you may instead select the National Clinical Mental Health Counselor Examination (NCMHCE).
 - Submit the completed application to DHHS by email or fax to: 402-742-1106 or e-mailed to dhhs.licensure2117@nebraska.gov
 - If you do not currently hold a Nebraska Provisional License, submit an official graduate transcript with your application.
 - If requesting testing accommodation, complete Attachment 1 before submitting your application.
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Step 2: Receive Your DHHS Authorization Letter

After DHHS reviews your application, you will receive an Authorization to Register letter by email.

This process generally takes approximately 30 business days.

Do not begin your NBCC application until you have received this authorization letter.

Step 3: Log in to the NBCC Gateway

Visit the **NBCC Gateway**:

<https://my.nbcc.org/>

Create a new account or sign in to your existing account.

From the **Applications** drop-down menu, select:

State Licensure Examination



Step 4: Select Your State

Choose the state where you are seeking licensure.

For UNO Bridge Students, select:

Nebraska

A screenshot of the 'State Licensure Application' form. At the top, there are logos for nbcc, CCE, and nbcc FOUNDATION, and the text 'CREDENTIALING GATEWAY'. Below the logos is a 'SCAM ALERT!!!' section with text about ongoing scams and fraud schemes. The main content area is titled 'State Licensure Application'. On the left, there is a sidebar with a list of application steps: Application Start, Address Changes, Education/Degree, Accommodations, Verification, Payment, and Confirmation. The 'Application Start' step is selected. The main form area has a title 'Application Start' and a dropdown menu labeled '* Select the state you are testing for State Licensure.' with a downward arrow. Below the dropdown menu are two buttons: 'Exit' and 'Next'.

Step 5: Select the Examination

After reviewing and accepting the acknowledgement statement:

Select the appropriate examination:

- **NCE – National Counselor Examination**, or
- **NCMHCE – National Clinical Mental Health Counselor Examination** (if applicable)

Next, select:

ABE – Administration by Examination

This option refers to the standard testing format administered through NBCC.

The screenshot shows the 'State Licensure Application' form. On the left is a sidebar with a vertical list of steps: 'Application Start' (highlighted with a blue bar and a circular arrow icon), 'Address Changes', 'Education/Degree', 'Accommodations', 'Verification', 'Payment', and 'Confirmation'. The main content area is titled 'Application Start' and contains the following fields and text:

- A required field (marked with a red asterisk) to 'Select the state you are testing for State Licensure.' with a dropdown menu currently showing 'Nebraska'.
- Board information for the 'Nebraska Board of Examiners in Mental Health Practice':
 - Address:** 301 Centennial Mall South, PO Box 94986, Lincoln, NE 68509-4986
 - Website:** http://dhhs.ne.gov/publichealth/Pages/crf_profindex1.aspx
 - Phone:** (402)471-2117
- A required field (marked with a red asterisk) containing the text: 'This state requires preapproval through the state board. Please refer to the information found on the NBCC website for policies specific to the state for which you are seeking licensure.'
- A checkbox with the text: 'I acknowledge that I have read and understand the policies specific to the state for which I am seeking licensure.'
- A required field (marked with a red asterisk) to 'Please select the examination you wish to register for.' with a dropdown menu.
- A required field (marked with a red asterisk) to 'Please choose an examination delivery method?' with a dropdown menu.

At the bottom of the form are two buttons: 'Exit' and 'Next'.

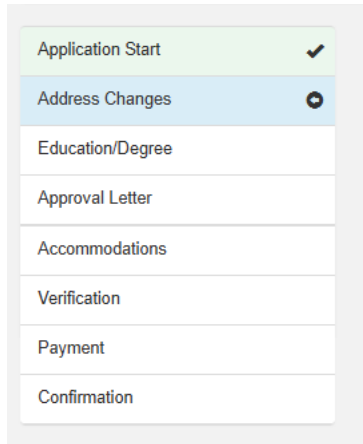
Step 6: Complete Your Application

Complete all required sections of the NBCC application.

When prompted:

- Enter your educational information.

- Upload your **Nebraska DHHS Authorization Letter**.
- Request testing accommodations if applicable.
- Review your application for accuracy.



Application Start	✓
Address Changes	⚙️
Education/Degree	
Approval Letter	
Accommodations	
Verification	
Payment	
Confirmation	

Step 7: Submit Payment

After reviewing your application:

- Pay the required NBCC examination fee.
- Submit your application.

Once your application has been approved, NBCC will email your **Authorization to Test (ATT)**.

Step 8: Schedule Your Examination

Using the information in your ATT email:

- Log in to **Pearson VUE**.
- Select your preferred testing center or online testing option (if available).
- Choose your examination date and time.

Appointments are available on a first-come, first-served basis.

Helpful Tips

- ✓ Submit your [DHHS application](#) before beginning the NBCC application.
- ✓ Keep a copy of your DHHS Authorization Letter.

- ✓ Upload the authorization letter when prompted during the NBCC application.
- ✓ Carefully review your application before submitting payment.
- ✓ Schedule your examination as early as possible after receiving your Authorization to Test (ATT).