

TEST ON DEMAND (TOD) REQUEST AND PAYMENT FORM



NATIONAL BOARD FOR
CERTIFIED COUNSELORS®



CENTER FOR
CREDENTIALING
& EDUCATION™

Mailing Address

Assessment Services
Attn: SEA Coordinator
PO Box 63105
Charlotte, NC 28263-3105

OR

Fax Number

Attn: SEA Coordinator
336-217-0222

The Center for Credentialing & Education (CCE) offers a test-on-demand option for National Certified Counselor (NCC) applicants who are unable to sit for their exam during the scheduled administration period. This service is \$250. To request this service, please complete the information below.

Payment is nonrefundable and registration is contingent upon meeting all NCC application requirements.

Please select the exam for which you are requesting to test on demand.

- National Counselor Examination for Licensure and Certification (NCE)
 National Clinical Mental Health Counseling Examination (NCMHCE)

Name: _____ Signature: _____

Address: _____

Telephone: _____ Email: _____ ProCounselor ID _____ OR NBCC ID _____

PAYMENT FORM—DO NOT DETACH

Please select an option for submitting your \$250 payment. The Assessment Services Department will contact you within four weeks of receipt of your request to schedule the examination.

- Enclosed is a check or money order payable to NBCC. Please charge the credit card listed below.

Card Type: VISA MasterCard American Express

Name on Card: _____

Card Number: _____

Verification Code Numbers (from back of card): _____ Expiration Date: _____ / _____

Cardholder Signature: _____ Date: _____

Daytime Telephone: _____ Evening Telephone: _____

For Internal Use Only

Test on Demand approved by: _____ Date: _____