

CPCE-CBT

(Testing at a Pearson VUE site)

*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_CBT_Welcome
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. **DO NOT** type in your school name. It **must** be selected from the list provided in order to avoid issues.
2. Once you complete the registration above, you will receive an “Authorization to Test” email from Pearson **within 7 business days (not calendar)**. 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.

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 (<https://home.pearsonvue.com/cpce>) to create an account.
****IF YOU DO NOT RECEIVE AN EMAIL FROM PEARSON VUE after waiting 7 business days,** please contact CCE at cpce@cce-global.org. **DO NOT CREATE AN ACCOUNT** with Pearson VUE until you have your Candidate ID number.
2. On the right side, click on “Create account”
3. Create a Web Account page: 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**.

4. 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.
5. You will need to create a username, password, and answer security questions. YOUR USERNAME should be the email address used for the CCE registration.
6. Your pre-approved exam will be presented. Click on the underlined exam "**CPCE-CBT Counselor Preparation Comprehensive Examination (CPCE).**"
7. *****If you will be receiving special exam accommodations, you can now click on "Sign out".**
You will need to contact the Pearson VUE Accommodations team at 800-466-0450 to schedule a test date and pay via credit card or voucher number, if applicable. **DO NOT PAY for your exam online if you will be receiving accommodations.**
8. "Exam Details" screen: Click on **Schedule this Exam.**
9. "Confirm Exam Selection" screen: Click on **Proceed to Scheduling.**
10. "Test Center Search" screen: Select a test center and click **Next.**
11. "Choose Appointment" screen: Click on a **date** and it will show you the times available. Click on an **available time.**
12. "My Order" screen: This shows the details of your appointment and price of the exam. Click on **Proceed to Checkout.** Keep in mind that **ALL FEES ARE NON-REFUNDABLE.** DO NOT PAY for the exam unless you are ready to test.
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 enter the voucher number.)
16. "Checkout-Step 4: Submit Order": Review everything and then click on **Submit Order.**
17. **REMEMBER YOUR USERNAME AND PASSWORD.** You will need this on the day of the exam.

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

- ❖ You can test up to **3 times within the 6 month eligibility period** as long as your eligibility has not expired. You **must pay for the exam each time** you test.
- ❖ 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.**
- ❖ Once you pay for the exam, you must test on the scheduled date or your money will be forfeited. If you want to **reschedule your test date and your eligibility has not expired**, you will need to pay a \$50 fee and contact Pearson's customer service at least 24 hours before your test date to do so.
- ❖ If you need to **RETAKE THE EXAM**, you will sign into your Pearson VUE account at www.pearsonvue.com/cpce, check your eligibility, and register/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**, the test center will provide you with a score report. It will show your score in each content area and a total score. If you need a copy of the score report at a later time, you will need to contact customer service at Pearson VUE.

A **score roster will be sent to your school** with confirmation of testing the following month after you test. They should 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 around September 15th.)

- ❖ **SPECIAL ACCOMMODATIONS:** If you are approved for exam accommodations, the Disabilities Office or Student Affairs at your school should email a letter on school letterhead with your name and the accommodations you are approved to receive to Laura Hall at cpce@cce-global.org. The letter will need to be signed and dated by the school representative. **DO NOT PAY for the exam until the accommodations have been applied to your account. You will then call the Pearson VUE Accommodations team and schedule/pay over the phone.**
- ❖ **Pearson VUE customer service** is open Monday-Friday 7:00am-7:00pm CST. (866-904-4432)