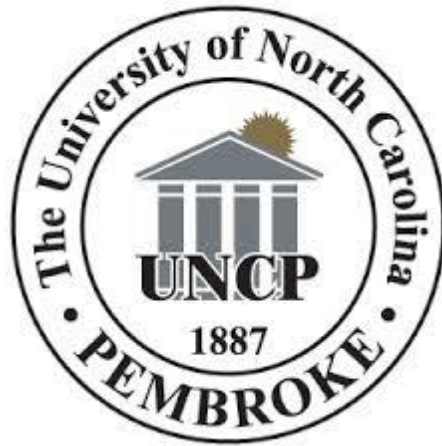


UNCP COUNSELING PROGRAMS
CLINICAL MENTAL HEALTH COUNSELING PROGRAM
PROFESSIONAL SCHOOL COUNSELING PROGRAM

2019-2020 Testing Manual



The University of North Carolina at Pembroke

College of Health Sciences

Department of Counseling

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UNCP Counseling Programs Testing Manual

This manual includes information regarding testing requirements for graduation from the UNCP clinical mental health counseling and professional school counseling programs. This manual also contains information about testing requirements for clinical mental health licensure and credentialing. A brief section on professional school counseling licensure is also provided.

Students who have questions about which tests would be best for them should contact their academic advisors. Students should also meet with advisors with concerns regarding preparation and studying for their exams. These meetings might include a written preparation plan signed that may contain any of the following:

- A comprehensive study plan
- Attendance at a formal test preparation course
- Audit specific course content

An informational video can be found at:

<https://www.uncp.edu/departments/counseling/about-our-programs/field-placement-and-testing>

Students who have general questions about testing should contact the UNCP Counseling Department Testing Coordinator, Dr. Nicole Stargell, at nicole.stargell@uncp.edu or 910.521.6898

The UNCP Counseling Department Testing Coordinator is responsible for coordinating three administrations of the CPCE (Summer, Fall, and Spring) and two administrations of the NCE (fall and spring) annually. The Testing Coordinator reports testing results to all relevant parties and corresponds with the test publishers and test administrators on an ongoing basis.

Counselor Preparation Comprehensive Exam (CPCE)

1. All CMHC and PSC (60 credits) students are required to take the CPCE when enrolled in 6100.
2. All students who are enrolled in CNS 6100 are automatically enrolled to take the CPCE and will receive additional information in the course syllabus and via email throughout the semester.
3. No students may take the CPCE early.
4. The CPCE must be taken at UNCP and cannot be taken at another university/testing center
5. The CPCE is offered toward the end of every Summer, Fall, and Spring semester.
6. Students may take the CPCE once per semester until they pass or until their time allowed to complete the program has lapsed.
7. All CMHC and PSC (60 credits) students are required to pass the Counselor Preparation Comprehensive Exam (CPCE) before beginning Internship 6120 or 6130.
8. All students who previously failed the CPCE will be automatically enrolled to take the CPCE every semester and will receive additional information in the course syllabus and via email throughout the semester.
9. Students are responsible for the cost of the exam.
10. Bring a photo ID to the examination.
11. The exam covers material from eight content areas.

CPCE Content Area	Corresponding UNCP Courses
Human Growth and Development	CNS 5025, CNS 5060, CNS 5900
Social and Cultural Foundations	CNS 5800
Helping Relationships	CNS 5050 and CNS 5400
Group Work	CNS 5100
Career and Lifestyle Development	CNS 5700
Appraisal	CNS 5600, CNS 5060
Research and Program Evaluation	CNS 5500
Professional Orientation and Ethics	CNS 5000, CNS 5060, and ACA Code of Ethics

12. The CPCE is created by CCE (<http://www.cce-global.org/>) and utilized by over 380 universities and colleges.
13. The CPCE consists of 160 multiple choice items with 20 items per each of the eight (8) CACREP areas.
14. Of the 20 items per section, 17 will be scored items and the remaining three will be pretest items that are not identified to the student. As such, the total amount of scored questions on the CPCE is 136.
15. A passing score on the CPCE is 70/136. This score was calculated as the average of passing scores for 13 administrations of the CPCE at UNCP from Fall 2013 through the summer of 2018 (five academic years). For those 13 administrations, the passing score was calculated by subtracting one standard deviation from the national average for students who took the same form of the exam in order to graduate.
16. Accommodations (e.g., extended time, paper exams) will be honored with appropriate documentation in the form of a letter on school letterhead from the Disabilities Office or Student Affairs stating the student's name, what they are approved to receive, and a signature/date from the Disabilities Office on the letter. The letter must be submitted to the testing coordinator before paying for the exam.
17. There is no official study guide for the CPCE. Because the CPCE and the National Counselor Examination for Licensure and Certification (NCE) are based on the same eight knowledge areas, any study materials developed for the NCE should be useful for the CPCE.

Study Guides Available at the UNCP Livermore Library:

- Mastering the National Counselor Examination and the Counselor Preparation Comprehensive Examination by Erford, Hays, Crockett, and Miller
- Encyclopedia of Counseling by Rosenthal
- Study Guide for the National Counselor Examination and CPCE Counselor Preparation Comprehensive Examination by A. A. Helwig

Additional Free Study Guides

- Additional information: <http://www.nbcc.org/Exams>

- CPCE sample questions: <http://www.counselorprep.com/cpce-practice-exam/>
- 200 free practice questions for CPCE: <http://www.practicequiz.com/cpce-exam-prep>
- CPCE Practice Test Review: <http://www.testprepreview.com/cpce.htm>
- CPCE flashcards: <http://www.cram.com/tag/cpce>
- CPCE sample practice questions taken from Troy University:
http://trop.troy.edu/drsmall/Program%20Stuff/CPCE_Sample_Questions.pdf
- CPCE Free Practice Exam taken from USM:
<https://usm.maine.edu/sites/default/files/Counselor%20Education/CPCEpractice.pdf>
- CPCE Exam sample items taken from TXState:
<https://www.txstate.edu/clas/Professional-Counseling/current-students/CPCE/sample-items.html>
- CPCE Practice Questions: <https://quizlet.com/subject/CPCE/>
- CPCE Practice Question sets: <https://www.test-questions.com/cpce-exam-questions-04.php>

Note: Only current UNCP students in the counseling programs may take the CPCE at UNCP.

NCE/NCMHCE

The NCE or NCMHCE is a national exam created by the National Board for Certified Counselors. Individuals must pass one of these exams in order to become licensed to practice counseling in the state of North Carolina. Students register through the North Carolina Board for Licensed Professional Counselors in order to become a Licensed Professional Counselor Associate (LPCA).

Students may submit their licensure applications slightly before they get their exam score and conferred transcripts in order to expedite their licensure process. Visit the following link to see the deadline that works best: <http://www.ncblpc.org>
More information about clinical counseling licensure can be found at <http://www.ncblpc.org/> or the bottom section of <https://uncpcounselored.wixsite.com/uncpcounselored/job-search>

At any time after graduating and receiving conferred transcripts, students may register to take the NCE or NCMHCE at the following link: <http://www.nbcc.org/>
This will be a computer-based exam at a state testing site.

- As a special opportunity for UNCP students, an early administration of the NCE/NCMHCE is offered to students during Internship I or II.
- It is recommended that students take the NCE/NCMHCE during Internship I so that scores are ready upon conferral of transcripts.
- Students who take the early administration of the NCE must apply for the NCC credential. The NCC credential is not a state license.
- The NCE/NCMHCE is offered once per semester in the fall and spring.
- The field placement and testing coordinator will send an email over the UNCP counseling programs listserv the semester before the NCE examination to allow students to sign up.
- The National Board of Certified Counselors permits students to take the National Counselor Exam (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE) before graduation at UNCP.
- The NCE is based on the CPCE (comprehensive exam) and is appropriate for clinical mental health and school students. Successful testers will fulfill the testing requirements to become an LPCA and a National Certified Counselor (NCC) upon graduation.
- The NCMHCE assesses an advanced clinical skill set, and is most appropriate for clinical mental health counseling students. All successful testers will fulfill the testing

requirements to earn LPCA and NCC upon graduation, and CMHC students will be eligible for the Certified Clinical Mental Health Counselor (CCMHC) credential with no additional fee after 3,000 documented hours of work in the field.

- If you choose to participate in this early administration program, you are required to complete the applicable National Certified Counselor (NCC) and/or the Certified Clinical Mental Health Counselor (CCMHC) application process upon graduation; the certification fees are included in the exam fee.
 - Certification is not a license to practice counseling
 - Certification indicates that you are trained at nationally-recognized standards
- You may choose not to participate in this early administration program and register to take the NCE or NCMHCE off campus after graduation if preferred.
- Students may only take the NCE or NCMHCE through UNCP one time.
- Students are eligible to take the NCE/NCMHCE if they have passed the CPCE (program comprehensive exam) and are in good academic standing (no incomplete grades or academic warning/probation).
- After graduation, individuals may sign up for the national exam and request our site only if they...
 - Graduated from our program in the past 3 years
 - Have never taken the NCE/NCMHCE with us, and
 - Passed the CPCE on the first attempt at or above the national average

The NCE

Fee: \$335 (plus any administration fees)

Covers exam and NCC certification

\$150 retesting fee if not passed first time (NCC credential still included)

Exam after graduation: \$275

NCC Certification after graduation: \$335

The NCE:

- Is one requirement for provisional clinical licensure in North Carolina (LPCA)
- Is one requirement for the NCC, a national credential

The NCE:

- must be completed within 4 hours
- is comprised of 200 questions (160 are scored, 40 questions are being field tested)
- covers eight content areas:
 - Human growth and development
 - Social and cultural diversity
 - Helping relationships
 - Group work
 - Career development
 - Assessment
 - Research and program evaluation
 - Professional orientation and ethical practice
- covers five work behaviors:
 - Fundamental counseling issues
 - Counseling process
 - Diagnostic and assessment services
 - Professional practice
 - Professional development, supervision and consultation.

To learn more about the NCE and NCC certification visit: <http://www.nbcc.org>

- NCE & CPCE Exam Prep iOS app:
<https://itunes.apple.com/us/app/the-encyclopedia-of-counseling-exam-prep-app/id691163220?mt=8>
- NCE Counselor Exam Prep Google play app:
<https://play.google.com/store/apps/details?id=com.dblpartners.nce&hl=en>
- NCE Pocket Prep Google play app:
<https://play.google.com/store/apps/details?id=com.pocketprep.nce>
- NCE Pocket Prep iOS app:
<https://itunes.apple.com/us/app/nce-pocket-prep/id1290931944?mt=8>

The NCMHCE

Fee: \$425 (plus any administration fee)

Covers exam, NCC certification, and CCMHC certification

Note: The NCMHCE is a computer-based exam held at a pre-approved testing site other than UNCP

The NCMHCE:

- can fulfill provisional clinical licensure testing requirements in North Carolina (LPCA)
- can fulfill testing requirements for the NCC, a national credential
- can fulfill testing requirements for the CCMHC, a national credential, after 3,000 documented hours (only for CMHC students)

The NCMHCE:

- consists of 10 clinical simulations designed to sample a broad area of competencies, not merely the recall of isolated facts
- includes the following content areas
 - assessment and diagnosis
 - counseling and psychotherapy
 - administration, consultation and supervision

To learn more about the NCMHCE visit: <http://www.nbcc.org/>

- NCMHCE free practice exam items: <http://www.clinicalexamworkshop.com/ncmhce-practice-exam.html>
- NCMHCE free practice exam items: <http://www.studyguidezone.com/ncmhce.htm>

Additional Study Guides for Purchase

- Study Guide for the National Counselor Examination and CPCE – \$89.95 (print version)
<http://www.counselorprep.com/national-counselor-examination-study-guide/>
- CPCE Secrets Study Guide – \$39.99
<http://www.mo-media.com/cpce/>
- CPCE Flashcard Study System - \$39.99
<http://www.flashcardsecrets.com/cpce/>
- 2015 DSM-5 NCMHCE Study Guide with Practice Simulations – \$125.00 (print version)
<http://counselingexam.com/ncmhce/product/display/studyguide.php>
- CPCE Practice Questions: CPCE Practice Tests & Exam Review for the Counselor Preparation Comprehensive Examination - \$35.00 (print version)
http://www.amazon.com/CPCE-Practice-Questions-Preparation-Comprehensive/dp/1630948942/ref=sr_1_1?s=books&ie=UTF8&qid=1441052361&sr=1-1&keywords=CPCE
- Vital Information and Review Questions for the NCE, CPCE, and State Counseling Exams: Special 15th Anniversary Edition - \$85.31 (Audio CD)
http://www.amazon.com/Vital-Information-Review-Questions-Counseling/dp/0415801419/ref=sr_1_6?s=books&ie=UTF8&qid=1441052361&sr=1-6&keywords=CPCE
- Mastering the National Counselor Exam and the Counselor Preparation Comprehensive Exam (2nd Edition)- \$84.43
https://www.amazon.com/Mastering-Counselor-Preparation-Comprehensive-Examination/dp/0133488829/ref=dp_ob_title_bk
- Mastering the National Counselor Exam and the Counselor Preparation Comprehensive Exam (1st Edition)- \$21.22
http://www.amazon.com/Mastering-National-Counselor-Preparation-Comprehensive/dp/0137017502?ie=UTF8&*Version*=1&*entries*=0
- NCE Practice Exam Kit - \$39.95
<http://www.tests.com/NCE-National-Counselor-Practice-Exam?gclid=CiJjoucSv07oCFYee4Aod3ioA-g>

- Encyclopedia of Counseling: Master Review & Tutorial for the NCE, State Counseling Exams, and the CPCE (4th Edition) - \$49.00
https://www.amazon.com/Encyclopedia-Counseling-1-Howard-Rosenthal/dp/1138942650/ref=dp_ob_title_bk
- Download the Encyclopedia of Counseling by Rosenthal app on your smart phone or tablet!

Estimated costs for CMHC students applying for licensure

ACA or AMHCA membership fee	CPCE fee	NCE fee for exam and NCC credential (through UNCP)*	LPCA application associated fees
<p>ACA: \$99 -or- AMHCA: \$84 -or- LPCANC: \$25</p> <p><i>Membership in one of these organizations includes liability insurance, which is required for field placement courses.</i></p>	<p>\$103.50</p> <p><i>per administration; must take it during the semester registered for practicum and must pass before beginning internship</i></p>	<p>\$335</p> <p><i>Can only be taken one time through UNCP during final semester or within 12 months of graduation</i></p> <p>*Alternatively, students can take the NCMHCE for \$425 which includes the CCMHC and the NCC credential **Waiting to take the NCE after graduation will cost \$275 for the exam alone and does not include the cost of the NCC application (additional \$335 [optional]) ***Students who fail the NCE taken through UNCP must pay \$150 for a retake after graduation at a state testing facility. Application allows for total of 3 attempts to still qualify for combined NCC</p>	<p>NCE: \$25 score verification (\$75 for 2-day rush) *you will need to send transcripts to NBCC and NCBLPC Transcript fee: \$5 mailed or faxed, \$10 for same day service. Jurisprudence exam fee: \$45 Fingerprints: \$20 (2 cards, can obtain at UNCP campus police) LPCA Application fee: \$238 (includes background check fee) Total: \$338 minimum</p>
<p align="center">From Practicum to LPCA Application: \$741.50 (minimum) UNCP Graduation Fee (includes cap & gown): \$90</p>			

Professional School Counseling Licensure

Becoming a Licensed School Counselor

In addition to completing the UNCP School Counseling Program requirements, students pursuing school counseling licensure will need to take the Praxis II.

1. Review the School of Education licensure website at <http://www.uncp.edu/academics/colleges-schools-departments/colleges-schools/school-education/licensure>
2. Visit the licensure website at: <https://vo.licensure.ncpublicschools.gov/datamart/mainMenu.do;jsessionid=6EDBEA1A2FEE21E7CE80FE2D4A8658D6.i-3f4de6c0>

Applications and information about the Praxis II tests are available at the Educational Testing Service website at <http://www.ets.org> and Pearson website at <http://www.nc.nesinc.com>.

NOTE: In order to receive or be recognized as holding an s-level license for your 60 credit hour program in school counseling, you will need to apply for the 6th year educational specialist distinction or S-licensure through DPI. For additional information and support, please contact the school counseling program director, licensure office in the School of Education or The Graduate School.

Please see below for the ETS link to information about Praxis Core Fee Waivers:

https://www.ets.org/praxis/about/fees/fee_waivers/

Obtaining a Provisional School Counselor License

It is important to note that Professional School Counseling Students can obtain a provisional license to work as a school counselor in North Carolina after completing 24 hours of master's-level coursework. Students must first be hired by a school to pursue this option. The school will then contact the North Carolina Department of Public Instruction to request the provisional

license for the student. Students should visit the North Carolina DPI website to find job opening and pursue this option: <http://www.dpi.state.nc.us/jobs/>

Becoming a Licensed Professional Counselor Associate

It is also important to note that school counseling students may take the NCE as outlined in previous sections in order to get a clinical counseling license (LPCA) in addition to their school counseling license. Upon graduation, professional school counselors are able to apply the hours they complete in a school as a school counselor toward a full, unrestricted clinical counseling license as long as they obtain supervision by an LPC-S (see information regarding the NCE above for more information).