

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.

Contact the CPCE Coordinator at CCE Carri Curtis via curtis@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. CCE-Create a web account: 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. "CCE Exams" screen: Click on "CPCE-APB: Counselor Preparation Comprehensive Examination (CPCE)" under the Pre-approved Exams.

7. ***Accommodations of additional time only, should be shown. All other accommodations are handled through your school. Now click on "Sign out".** You will call the Pearson VUE Accommodations team at 800-466-0450 to register and pay for the exam via credit card or voucher number, if applicable. **DO NOT PAY for your exam online if the accommodations are not shown.**

8. "Exam Details" screen: Click on **Register for this Exam**.

9. "Additional Questions from CCE" screen: Answer and click **Next**.

10. "My Order" screen: Click on **Proceed to Checkout**. DO NOT PAY for the exam until you are ready to schedule the exam.
***ALL FEES ARE NON-REFUNDABLE.**

11. "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**.

12. "Checkout-Step 2: Agree to Policies": Read over the CCE policies, check the box at the bottom right and click **Next**.

13. "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 then put in the voucher number.)

14. "Checkout-Step 4: Submit Order": Review everything and then click on **Submit Order**.

15. You must check with your school to find out the specific test date(s)/time/location that they are offering the exam. (This exam CANNOT be taken at home. It must be in a proctored environment at your school.)

16. **REMEMBER YOUR USERNAME AND PASSWORD.** You will need this on the day of the exam.