

## **CPCE-APB**

(Testing on campus)

\*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\\_APB\\_Welcome](https://www.cce-global.org/Registration/CPCE_APB_Welcome) . **Complete this registration at least 7 business days (not calendar) before testing to allow sufficient processing time. 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. There is no longer a drop-down for schools.

2. Once you complete the registration above, you will receive an “Authorization to Test” email from Pearson **within 7 business days**. 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,** contact CCE at [cpce@cce-global.org](mailto: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. 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. **\*If you will be receiving an exam accommodation of additional time, you should 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 you will be receiving accommodations.**
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 unless you are ready to test. **\*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.  
❖ **Registrations cannot be expedited for any reason.**

- ❖ You can test up to **3 times within the 6 month eligibility period** as long as your school is having a CPCE administration and your eligibility will not expire before the test date. However, you **must pay for the exam each time** you test.
- ❖ Once you pay for the exam, you must test before your current eligibility expires or you will **forfeit your money**.
- ❖ 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](mailto: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 OR PAY FOR THE EXAM YET.**
- ❖ If you need to **RETAKE THE EXAM**, check with your program coordinator to set up a date. Then, sign into your Pearson VUE account at [www.pearsonvue.com/cpce](http://www.pearsonvue.com/cpce), check your eligibility, and 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**, your score report should print out if the computer is connected to a printer. If not, you can sign into your Pearson account by going to [www.pearsonvue.com/cpce](http://www.pearsonvue.com/cpce) and you will see an option to view/print your score report. **However, it can take up to 24 hours for the score report to show up in your account.** The score report will show your score in each content area and a total score.

A **score roster will be sent to your school** with confirmation of testing the following month after you have tested. They will 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 on September 15<sup>th</sup>.)

- ❖ **SPECIAL ACCOMMODATIONS:** If you are approved to receive additional time, ZOOMTEXT, or color contrast for testing, the Disabilities Office or Student Affairs at your school should email a letter on school letterhead with your name stating that you are approved for this accommodation, along with a signature and date, to Laura Hall at CCE at [cpce@cce-global.org](mailto:cpce@cce-global.org). Keep in mind that the additional time will not show on your computer screen until you have clicked on question 1. All other accommodations will be set up by your school. **DO NOT PAY for the exam until the accommodations have been applied to your record. Then, you will call the Pearson VUE Accommodations team to register/pay over the phone.**
- ❖ **Pearson VUE customer service** is open Monday-Friday 7:00am-7:00pm CST. (866-904-4432)