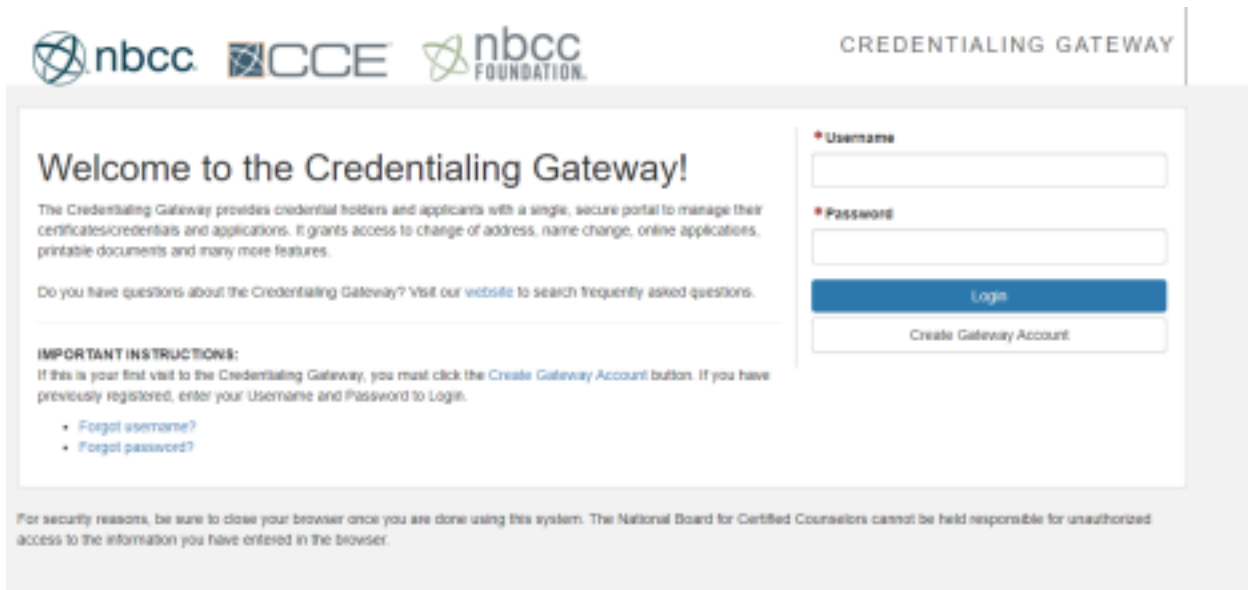


Accessing Credentialing Gateway



The screenshot shows the login page of the Credentialing Gateway. At the top, there are logos for nbcc, CCE, and nbcc FOUNDATION. The title "CREDENTIALING GATEWAY" is in the top right. The main heading is "Welcome to the Credentialing Gateway!". Below it, a paragraph explains the gateway's purpose. A link to the website is provided for frequently asked questions. On the right, there are input fields for "Username" and "Password", a "Login" button, and a "Create Gateway Account" button. Below the login fields, there are "IMPORTANT INSTRUCTIONS" and a list of links: "Forgot username?" and "Forgot password?". At the bottom, a security notice is displayed.

Welcome to the Credentialing Gateway!

The Credentialing Gateway provides credential holders and applicants with a single, secure portal to manage their certificates/credentials and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

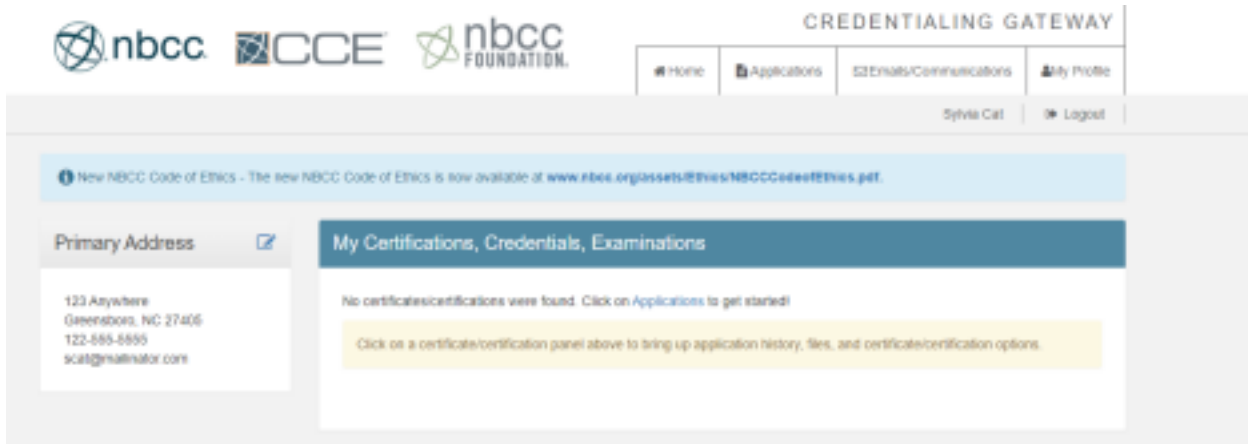
Do you have questions about the Credentialing Gateway? Visit our [website](#) to search frequently asked questions.

IMPORTANT INSTRUCTIONS:
If this is your first visit to the Credentialing Gateway, you must click the [Create Gateway Account](#) button. If you have previously registered, enter your Username and Password to Login.

- [Forgot username?](#)
- [Forgot password?](#)

For security reasons, be sure to close your browser once you are done using this system. The National Board for Certified Counselors cannot be held responsible for unauthorized access to the information you have entered in the browser.

Log Into the Credentialing Gateway to select the Application type using the link, my.cce-global.org.



The screenshot shows the user dashboard after logging in. At the top, there are logos for nbcc, CCE, and nbcc FOUNDATION. The title "CREDENTIALING GATEWAY" is in the top right. Below the logos, there are navigation links: "Home", "Applications", "Emails/Communications", and "My Profile". The user's name "Sylvia Cat" and a "Logout" button are also visible. A blue banner at the top left contains a message about the new NBCC Code of Ethics. Below this, there is a "Primary Address" section with a contact card. To the right, there is a "My Certifications, Credentials, Examinations" section with a message stating "No certificates/credentials were found. Click on Applications to get started!" and a yellow box with instructions to click on a certificate/credential panel above to bring up application history, files, and certificate/credential options.

CREDENTIALING GATEWAY

Home Applications Emails/Communications My Profile

Sylvia Cat Logout

New NBCC Code of Ethics - The new NBCC Code of Ethics is now available at www.nbcc.org/assets/files/NBCCCodeofEthics.pdf.

Primary Address

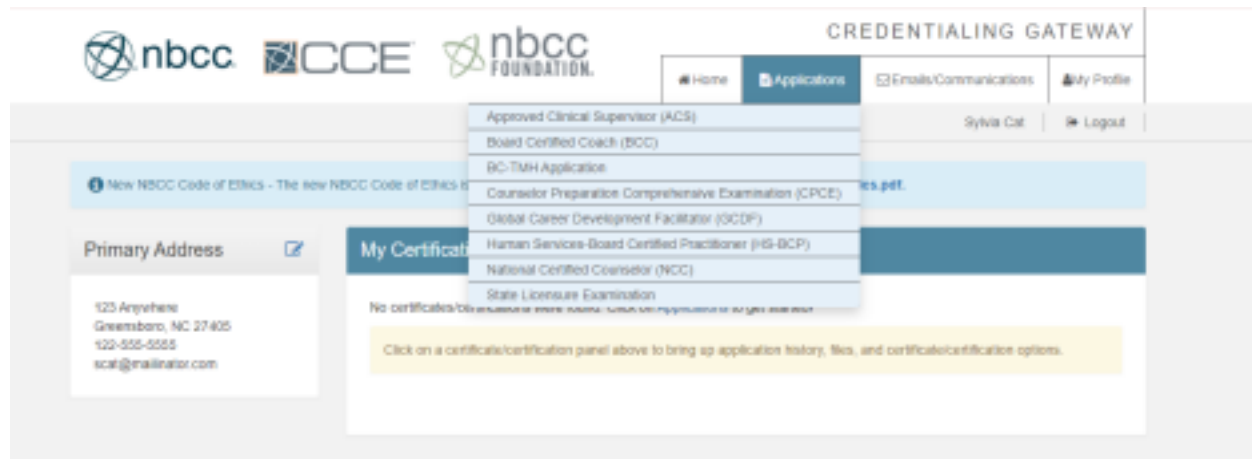
123 Anywhere
Greensboro, NC 27406
122-555-5555
scat@matnator.com

My Certifications, Credentials, Examinations

No certificates/credentials were found. Click on [Applications](#) to get started!

Click on a certificate/credential panel above to bring up application history, files, and certificate/credential options.

Once you have accessed your Credentialing Gateway, select applications in the upper right corner.



Select Counselor Preparation Comprehensive Examination (CPCE) from the list that populates.

The screenshot shows the 'Counselor Preparation Comprehensive Examination Registration' page. On the left is a sidebar with a list of steps: Application Start (selected), Address Information, Education, Accommodations, Verification, and Confirmation. The main content area has a title 'Counselor Preparation Comprehensive Examination Registration' and a sub-header 'Application Start'. Below the sub-header is a message: 'NEED INSTRUCTIONS: NBCC to provide details for this page.' At the bottom of the page are two buttons: 'Exit' and 'Save / Next'.

After choosing the Counselor Preparation Comprehensive Examination (CPCE) from the list of applications, proceed by selecting "Save/Next" to initiate the registration process.

Application Start ✓

Address Information ⚙

Education

Accommodations

Verification

Confirmation

Counselor Preparation Comprehensive Examination Registration

Address Information

Delivery Address

Name:
Cari Curtis

*Date of Birth:
11/10/1990

*Country:
United States of America (the) ▼

*Address 1:
3 Terrace Way

Address 2:

*Zip/Postal:
27403

*City:
Greensboro

*State (Territory):
North Carolina ▼

Primary Phone:
336-482-2858
e.g., 123-456-7890

Alternate Phone:

e.g., 123-456-7890

*Email:
curtis@mailinator.com

☐ Check here if you do NOT want your contact information shared with continuing education providers.

Previous

Exit

Save / Next

The details provided during the setup of your Credentialing Gateway will automatically appear in the "Address Information" tab. Please verify the accuracy of the information, and subsequently, select "Save/Next" to progress to the next step.

Application Start ✓

Address Information ✓

Education ⚙

Accommodations

Verification

Confirmation

Counselor Preparation Comprehensive Examination Registration

Education

*Please select your current institution/University:
 ▼

Previous

Exit

Save / Next

Choose the university you are currently attending and then click on "Save/Next" to proceed to the next step.

The screenshot shows a web application for the Counselor Preparation Comprehensive Examination Registration. On the left is a vertical sidebar with a list of steps: Application Start, Address Information, Education, Accommodations (highlighted with a blue background and a gear icon), Verification, and Confirmation. The main content area is titled "Counselor Preparation Comprehensive Examination Registration" and "Accommodations". It contains instructions: "All requests for special examination accommodations are reviewed individually and are subject to NBCC approval. Please upload required supporting document for each requested special accommodation." Below this is a section titled "I Require Special Accommodations:" with radio buttons for "Yes" (selected) and "No". Another section titled "Accommodation Needed:" features a scrollable list of options: Extra Time, Human Reader, Human Scribe, Paper and pencil examination, Separate Room, ZoomText screen magnification, and Other. At the bottom of the main area is an "Uploaded Files:" section with a link to upload supporting documentation. At the very bottom of the page are three buttons: "Previous", "Exit", and "Save / Next".

During the "Accommodations" step, indicate if you require testing accommodations. If so, select the specific accommodations needed, upload your request letter, and then click on "Save/Next" to proceed to the subsequent step.

If you do not currently possess your accommodations request letter from your school, rest assured that you will have the opportunity to upload it at a later stage within your Credentialing Gateway account.

Application Start ✓

Address Information ✓

Education ✓

Accommodations ✓

Verification ❷

Confirmation

Counselor Preparation Comprehensive Examination Registration

Verification

Please take a moment to verify all information below. If you see any errors, use the previous button to correct information. Once all information is correct, use the save and continue button to submit.

Registration Type

CPCE

Address

Date of Birth:

11/10/1990

Address:

3 Terrace Way
Greensboro, NC 27403

Phone:

336-482-2856

Email:

outis@mailinator.com

Institution/University

Adelphi University

Accommodations

I Require Special Accommodations:

Yes

Accommodation Needed:

Extra Time, Separate Room

Previous

Exit

Save / Next

During the "Verification" step, you will have the chance to review the information entered earlier and make any necessary adjustments. Following a thorough review and confirmation of the accuracy of your details, please select "Save/Next" to progress to the next step.

Application Start ✓
Address Information ✓
Education ✓
Accommodations ✓
Verification ✓
Confirmation

Counselor Preparation Comprehensive Examination Registration

Confirmation

Name:
Carl Curtis

Date Submitted:
11/10/2023

Confirmation #:
CURT-A7XYSE

Click the button below to print your application.

Print

Exit Application

Upon reaching the "Confirmation" step, your registration process is now complete. Please select "Exit" to conclude the registration process.

Primary Address

3 Terrace Way
Greensboro, NC 27403
336-482-2856
curtis@mailinator.com

My Certifications, Credentials, Examinations

CPCE
Application #: CURT-IB4X23

Registration (CURT-A7XYSE)

Updated on 11/10/23

Under Review

Requirement	Status	Complete Date	Options
Registration Received ⓘ	✓ Complete	11/10/23 1:00 PM	
Accommodations ⓘ	✗ Not Complete		Upload
Approve to Sit ⓘ	✗ Not Complete		

Click on a certificate/certification panel above to bring up application history, files, and certificate/certification options.

This screen will provide you with your application number for the CPCE and indicate that you are not yet approved to set for the examination.

It's important to acknowledge that approval to sit for the examination is contingent upon manual approval by your university program coordinator. Your information will be transmitted to Pearson Vue only after receiving this approval.