

Subject:

RE: chi sig applications

ok...

1. Once you are in your last semester (or year- check with Paula) of classwork, you can get a letter from Paula stating that you are in your last semester. You need to send that letter as well as a written request, simply a typed letter stating that you are requesting information and an application to take the licensure exam. Those two letters along with a copy of your transcripts (the copy doesn't need to be official) needs to be sent to the state board.
2. The state board will then send you an application and information on the test. In that packet there will be a green sheet that is an official eligibility letter, and an NBCC application form.
3. The NBCC application form needs to be completed, and returned to NBCC along with a copy of the state eligibility letter, and a check for the test fee.
4. NBCC will then either email you, or send you a letter in the mail, notifying you that you can sign up for the exam online.
5. You go onto the website listed, and find the link for the Ohio Counselor License exam. The website will show you what times and dates are available to take the exam. It is only given in Cleveland at the H&R block in Brookpark (I think that is the city); and it is usually only given one week a month.
6. After you sign up for the test, then you go to take the test. You need an ID and the original green eligibility letter. The test is on the computer, and you find out immediately if you passed or not. If you don't pass, then the state will send you a letter, another eligibility letter and another NBCC application, and then you have to repeat steps 3-6. YOU have to wait three months to re-take the exam.