

**Counselor Preparation Comprehensive Exam (also known as CPCE or comps)  
Registration Process (as of May 1, 2024):**

**Please complete this [NCCU CPCE registration interest survey](https://forms.gle/H1e8bp3YuNT2669V9) before beginning with Step 1 (link repeated here: <https://forms.gle/H1e8bp3YuNT2669V9>)**

Completing this will allow the NCCU Counseling Program Testing Coordinator to more rapidly approve your application to test. Thank you for making their job easier!

**Step 1: Using your NCCU email** create an account or use an existing account with the Center for Credentialing and Education (CCE) using this link: <https://my.cce-global.org/>. **Save your login information you will need it again.** This one log in allows access to the Credentialing Gateway account and the exam information exported to Pearson VUE.

[First step: Creating the Gateway account screenshots](#)

When the account is created you will be able to go back into the portal to: 1.) select the APPLICATIONS tab from the drop down menu to 2.) select CPCE application, and 3.) use prompts to select North Carolina Central University. Following the instructions to request accommodations, as needed. **Then, you will look for a confirmation email that the CPCE application was submitted.**

**More step-by-step screenshots**

[Second step registering for CPCE \(no accommodations required\)](#)

[Second step registering for CPCE \(REQUIRE accommodations for testing\)](#)

\*why use my NCCU email? When the testing director endorses you to take the NCE (National Counselor Exam) they will use your NCCU email account.

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**Step 2 belongs to the testing director: On a weekly basis (probably on Fridays) the testing director will enter the CCE portal to approve your application for testing.**

\*If you require accommodations, your name will not appear in the portal until after your documentation has been received, reviewed, and approved by CCE's accommodations manager at email, [accommodations@cce-global.org](mailto:accommodations@cce-global.org). Please send your accommodations request to this email for consideration.

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**Step 3:** Look for an Authorization to Test email (ATT). This email will have your Pearson Candidate ID # and indicates it is time to schedule your exam. Once you receive the Authorization to Test (ATT) email from Pearson VUE, you will:

- a) Sign into your Credentialing Gateway account,
- b) Click the blue “CPCE” box and
- c) On the next screen select the “Go to Pearson” button. This will immediately link you to your Pearson VUE dashboard where you can schedule and pay for the exam.
- d) Keep in mind **CPCE ABE** is for in-person testing at a Pearson Test Center; **CPCE ABE OnVue** is online at your home or a location with a VERY reliable internet connection; and **CPCE APB** is for on campus testing.
  - a. Before selecting at home (OnVUE) please make sure the computer you will use meets the technical requirements for OnVUE testing (CPCE at home)

How and when can you test at home?

- Between 2am -11:30pm time options provided (availability depends upon proctor availability)
- You may be asked to provide video/photos of your surroundings; verification with photo ID by proctor.
- Allow up to 45 minutes for proctor to arrive. For example if you want to take the exam at 10pm you should register for 9pm or 9:15pm if you want to begin testing at 10pm.
- 15 minute break option available.

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**Step 4:** Once you have been approved you may use the instructions to complete your registration process for the testing location you prefer.

Remember **CPCE ABE** is for in-person testing at a Pearson Test Center; **CPCE ABE OnVue** is online at your home or a location with a VERY reliable internet connection; and **CPCE APB** is for on campus testing.

You will use the documents at the end of this document to complete the registration process for testing.

Contact [cpce@cce-global.org](mailto:cpce@cce-global.org) with questions or concerns.

**Pearson Vue ID Policy:**

Please see below for the **Pearson Vue Identification Policy**. This information is listed on the [Pearson Vue CPCE Landing Page](#) and in the [CPCE Candidate Handbook](#).

*“You are required to present two forms of original (no photo copies), valid (unexpired) IDs; one form as a primary ID (government issued with name, photo and signature) and one form as a secondary ID (with name and signature or name and recent photo). The first and last name that you used to register must match exactly the first and last name on the ID that is presented on test day. All IDs required must be issued by the country in which you are testing. If you do not have the qualifying ID issued from the country you are testing in, a passport from your country of citizenship is required, along with a secondary ID. If you have any questions or concerns about the ID you are required to bring with you to the testing center for admittance for your exam please contact [Pearson VUE customer service](#).”*

**Technical Errors Troubleshooting:**

We have received reports regarding issues with approving students to sit through the portal. Our IT has provided the steps below to assist with issue.

- Clear the cache for the browser, close the browser window, reopen it, and access the partner gateway again.
- Confirm with your IT that your browser is up to date and all updates have been properly performed.
- Try another browser but confirm that the two steps previously provided have been completed.
- The university IT personnel should be able to assist with technical issues you may experience with the system; please connect with them for assistance.

**CPCE ABE is for in-person testing at a Pearson Testing Center of your choosing**

**CPCE-ABE (CBT-Testing In-Person, at a Pearson Vue Testing Facility)**

\*\*IF IT'S BEEN MORE THAN 10 DAYS SINCE YOU REGISTERED WITH CCE AND YOU STILL HAVE NOT RECEIVED THE AUTHORIZATION TO TEST EMAIL FROM PEARSON VUE CONTAINING YOUR CANDIDATE ID, PLEASE CONTACT THE CCE CPCE COORDINATOR AT [cpce@cce-global.org](mailto:cpce@cce-global.org)

**Registering with Pearson VUE:**

**Scheduling and Payment Process**

1. Once you have received the "Authorization to Test" email from Pearson VUE, please log into your account on the Credentialing Gateway.
2. Click on the "CPCE" box located on the right side, which contains your active exam authorization.
3. Select the "Go to Pearson VUE" button, on the next screen.
4. Next, the Pre-Approved Exam will be listed. Select the hyperlink for the exam.
5. After selecting next, the Exam option for delivery in person at a Pearson VUE test center or the OnVUE application will be listed, select in person option then click next. The CPCE Handbook can be accessed here: <https://www.cce-global.org/assets/exams/handbooks/CPCE.pdf>
6. Provide Additional Information section, confirmation that the CPCE candidate handbook has been reviewed prior to scheduling this exam.
7. The Agree to CCE Policies page provides the Admission, Reschedule, and Cancellation Policy, select agree to proceed.
8. Find a Test center, you can select up to three test centers to compare availability of dates and times, then select next.
9. Find an Appointment, select a date from the calendar. If no available appointments are shown, select a different test center. If the exam delivery dates are not available, check another month.  
**Please Note:** If you are approved for testing accommodations, you must schedule your appointment and pay the exam fee by contacting Pearson Vue accommodations customer service at 800-466-0450 opt 3. Do not attempt to proceed with payment if your accommodation hasn't been added to your account. Please contact the CCE CPCE Coordinator at [cpce@cce-global.org](mailto:cpce@cce-global.org) to confirm that your accommodations have been added.

**CPCE ABE OnVue is online at your home or a location with a VERY reliable internet connection**

**CPCE-ABE (OnVue-Testing Virtually using a Personal Desktop or Laptop)**

\*\*IF YOU HAVE NOT RECEIVED THE AUTHORIZATION TO TEST EMAIL FROM PEARSON VUE CONTAINING YOUR CANDIDATE ID, PLEASE CONTACT THE CCE CPCE COORDINATOR AT

[cpce@cce-global.org](mailto:cpce@cce-global.org)

**Registering with Pearson VUE:**

**Scheduling and Payment Process**

1. Once you have received the "Authorization to Test" email from Pearson VUE, please log into your account on the Credentialing Gateway.
2. Click on the "CPCE" box located on the right side, which contains your active exam authorization.
3. Select the "Go to Pearson VUE" button, on the next screen.
4. Next, the Pre-Approved Exam will be listed. Select the hyperlink for the exam.
5. After selecting next, the Exam option for delivery in person at a Pearson VUE test center or the OnVUE application will be listed, select the OnVUE option then click next. The CPCE Handbook can be accessed here: <https://www.cce-global.org/assets/exams/handbooks/CPCE.pdf>
6. Provide Additional Information section, confirmation that the CPCE candidate handbook has been reviewed prior to scheduling this exam.
7. The Agree to CCE Policies page provides the Admission, Reschedule, and Cancellation Policy, select agree to proceed.
8. Find a Test center, you can select up to three test centers to compare availability of dates and times, then select next.
9. Find an Appointment, select a date from the calendar. If no available appointments are shown, select a different test center. If the exam delivery dates are not available, check another month. Please Note: If you are approved for testing accommodations, you must schedule your appointment and pay the exam fee by contacting Pearson Vue accommodations customer service at 800-466-0450 opt 3. Do not attempt to proceed with payment if your accommodation hasn't been added to your account. Please contact the CCE CPCE Coordinator at [cpce@cce-global.org](mailto:cpce@cce-global.org) to confirm that your accommodations have been added.

**CPCE APB** is for on campus testing at [NCCU Testing Center](#)

### CPCE-APB (University Campus Testing)

\*\*IF IT'S BEEN MORE THAN 10 DAYS SINCE YOU REGISTERED WITH CCE AND YOU STILL HAVE NOT RECEIVED THE AUTHORIZATION TO TEST EMAIL FROM PEARSON VUE CONTAINING YOUR CANDIDATE ID, PLEASE CONTACT THE CCE CPCE COORDINATOR AT [cpce@cce-global.org](mailto:cpce@cce-global.org)

#### Registering with Pearson VUE:

##### Scheduling and Payment Process

1. Once you have received the "Authorization to Test" email from Pearson VUE, please log into your account on the Credentialing Gateway.
2. Click on the "CPCE" box located on the right side, which contains your active exam authorization.
3. Select the "Go to Pearson VUE" button, on the next screen.
4. Next, the Pre-Approved Exam will be listed. Select the hyperlink for the exam.
5. After selecting next, the Exam option for delivery on the University campus, then click next. The CPCE Handbook can be accessed here: <https://www.cce-global.org/assets/exams/handbooks/CPCE.pdf>
6. Provide Additional Information section, confirmation that the CPCE candidate handbook has been reviewed prior to scheduling this exam.
7. The Agree to CCE Policies page provides the Admission, Reschedule, and Cancellation Policy, select agree to proceed.
8. Find a Test center, you can select up to three test centers to compare availability of dates and times, then select next. Please note this is a place holder exam date.
9. Find an Appointment, select a date from the calendar. If no available appointments are shown, select a different test center. If the exam delivery dates are not available, check another month.

**Please Note if you are approved for testing accommodations:** you must schedule your appointment and pay the exam fee by contacting Pearson VUE accommodations customer service at 800-466-0450 opt 3. Do not attempt to proceed with payment if your accommodation hasn't been added to your account. Please contact the CCE CPCE Coordinator at [cpce@cce-global.org](mailto:cpce@cce-global.org) to confirm that your accommodations have been added.