

Accessing Credentialing Gateway

The screenshot shows the login page for the Credentialing Gateway. At the top left are the logos for nbcc, CCE, and nbcc FOUNDATION. At the top right is the text 'CREDENTIALING GATEWAY'. The main content area has a heading 'Welcome to the Credentialing Gateway!' followed by a paragraph explaining the gateway's purpose. Below this is a link to a website for frequently asked questions. An 'IMPORTANT INSTRUCTIONS' section follows, advising first-time users to click 'Create Gateway Account' and others to use 'Username and Password to Login'. There are two links: 'Forgot username?' and 'Forgot password?'. On the right side, there is a login form with fields for '* Username' and '* Password', a blue 'Login' button, and a 'Create Gateway Account' button. At the bottom, a security notice states: '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 profile page in the Credentialing Gateway. At the top left are the logos for nbcc, CCE, and nbcc FOUNDATION. At the top right is the text 'CREDENTIALING GATEWAY'. Below the logos is a navigation menu with 'Home', 'Applications', 'Emails/Communications', and 'My Profile'. The user's name 'Sylvia Cat' and a 'Logout' button are visible. A blue banner at the top contains a message: 'New NBCC Code of Ethics - The new NBCC Code of Ethics is now available at www.nbcc.org/assets/Ethics/NBCCCodeofEthics.pdf'. On the left, there is a 'Primary Address' section with a copy icon and the address: '123 Anywhere, Greensboro, NC 27405, 122-555-5555, scat@mailinator.com'. The main content area has a heading 'My Certifications, Credentials, Examinations' and a message: 'No certificates/certifications were found. Click on Applications to get started!'. Below this is a yellow box with the text: 'Click on a certificate/certification panel above to bring up application history, files, and certificate/certification options.'

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

The screenshot shows the 'My Certifications' section of the NBCC Credentialing Gateway. A dropdown menu is open under the 'Applications' tab, listing various certification options. The 'Counselor Preparation Comprehensive Examination (CPCE)' is selected. Below the list, a yellow box provides instructions: 'Click on a certificate/certification panel above to bring up application history, files, and certificate/certification options.'

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

The screenshot shows the registration page for the Counselor Preparation Comprehensive Examination. The 'Application Start' section is active, displaying a blue header and a white box with the text: 'NEED INSTRUCTIONS: NBCC to provide details for this page.' At the bottom, there are 'Exit' and 'Save / Next' buttons.

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 ✓	<h2>Counselor Preparation Comprehensive Examination Registration</h2> <h3>Address Information</h3> <p>Delivery Address</p> <p>Name: Carri Curtis</p> <p>*Date of Birth: 11/10/1990</p> <p>*Country: United States of America (the)</p> <p>*Address 1: 3 Terrace Way</p> <p>Address 2: </p> <p>*Zip/Postal: 27403 *City: Greensboro *State (Territory): North Carolina</p> <p>Primary Phone: 336-482-2856 e.g., 123-456-7890</p> <p>Alternate Phone: e.g., 123-456-7890</p> <p>*Email: curtis@mailinator.com</p> <p><input type="checkbox"/> Check here if you do NOT want your contact information shared with continuing education providers.</p> <p><input type="button" value="Previous"/> <input type="button" value="Exit"/> <input type="button" value="Save / Next"/></p>
Address Information ⦿	
Education	
Accommodations	
Verification	
Confirmation	

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.

The screenshot shows the 'Education' step of the registration process. On the left, a vertical menu lists the steps: Application Start (checked), Address Information (checked), Education (selected with a dropdown arrow), Accommodations, Verification, and Confirmation. The main content area has a blue header 'Education' and a text prompt: '* Please select you current Institution/University.' Below this is a dropdown menu. At the bottom, there are three buttons: 'Previous', 'Exit', and 'Save / Next'.

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

The screenshot shows the 'Accommodations' step of the registration process. The left menu is similar to the previous step, but 'Accommodations' is now selected. The main content area has a blue header 'Accommodations' and text explaining that requests are reviewed individually and subject to NBCC approval. It asks the user to upload supporting documents. There are two main sections: '* I Require Special Accommodations:' with radio buttons for 'Yes' (selected) and 'No'; and '* Accommodation Needed:' with a scrollable list of options: Extra Time, Human Reader, Human Scribe, Paper and pencil examination, Separate Room, ZoomText screen magnification, and Other. Below this is an 'Uploaded Files:' section with instructions to drag files or click a link. At the bottom, there 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	●
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:
curtis@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: Carri 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.