

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 describing the gateway's purpose. Below this is a link to a website for frequently asked questions. An 'IMPORTANT INSTRUCTIONS' section follows, explaining that new users must click 'Create Gateway Account' and existing users must 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 links for '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 of the main content area 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'. On the right, there is a section titled 'My Certifications, Credentials, Examinations' with a message: 'No certificates/certifications were found. Click on Applications to get started!'. Below this message 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) for the list that populates.

The screenshot shows the registration page for the Counselor Preparation Comprehensive Examination. The 'Application Start' tab is selected in the sidebar. The main content area has a blue header and a white box containing the text: 'NEED INSTRUCTIONS: NBCC to provide details for this page.' At the bottom of the page, there 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:
Carri 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:
336-482-2856
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.

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 (active), 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. On the left, a vertical menu lists the steps: Application Start (checked), Address Information (checked), Education (checked), Accommodations (active), Verification, and Confirmation. 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 for each requested accommodation. Below this is a section titled '*I Require Special Accommodations:' with radio buttons for 'Yes' and 'No'. At the bottom, there are three buttons: 'Previous', 'Exit', and 'Save / Next'.

During the "Accommodations" step, if you do not require testing accommodations, kindly select "No," and then proceed by selecting "Save/Next" to move on to the next step.

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
Adams State University

Accommodations
I Require Special Accommodations:
No

[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-S24RZ3

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-S24RZ3) Updated on 11/10/23

Under Review

Requirement	Status	Complete Date	Options
Registration Received i	✓ Complete	11/10/23 1:15 PM	
Approve to Sit i	✗ 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.