

TSBEPC Testing Accommodations Guide

*For the National Counselor Examination (NCE) and
National Clinical Mental Health Counseling Exam (NCMHCE)*

If you have a disability and require testing accommodations for the NCE or NCMHCE, this guide outlines the process and required documentation to support your request.

Under the *Americans with Disabilities Act (ADA)*, a disability is defined as a physical or mental condition that significantly limits one or more major life activities—such as reading, concentrating, thinking, hearing, seeing, or walking.

The *Texas State Board of Examiners of Professional Counselors (TSBEPC)* is responsible for reviewing accommodation requests for the national exams, which are administered by the *Center for Credentialing & Education (CCE)* on behalf of the *National Board for Certified Counselors (NBCC)*. Please note that prior approval is **not** required to schedule your exam.

What to Include in Your Accommodations Request

A. Proof of Disability

- Provide documentation from a licensed professional that clearly states your diagnosis and how it substantially limits a major life activity related to test-taking.
- For psychiatric conditions, documentation must be dated within the last 12 months.
- For other conditions, the diagnosis must be within the last 5 years.
- If your disability is permanent and physical or sensory, updated documentation may not be required.

B. Description of the Requested Accommodation

- Your request must relate to specific exam needs (e.g., extra time, a private room).
- Note: We cannot alter test content, change or remove questions, or modify answer choices.
- You are encouraged to include a personal statement describing how your disability impacts your test-taking and any accommodations you've received in the past.

C. Supporting Documentation

- Include relevant and recent evaluations or professional letters describing how your condition affects your ability to take the exam.
- Documentation should explain how the exam format may present specific barriers for you.

D. Qualified Professional Verification

- Documentation must come from a licensed healthcare or mental health provider familiar with your condition and how it impacts your functioning.
- You may also include letters from others who are familiar with your situation, such as professors, supervisors, or counselors.

E. Examples of Supporting Documentation

- A letter from a counselor outlining your limitations and coping strategies
- A statement from your employer or HR noting workplace accommodations
- Documentation of difficulties functioning in distracting or stressful environments
- Proof of Social Security or Veteran's Disability Benefits
- Other relevant medical or psychological records

How to Submit Your Request

1. Complete the Testing Accommodation Form.
2. Email the form and all supporting documentation to:
accommodations@bhec.texas.gov
3. Each request is reviewed individually based on the information provided.

Confidentiality & Privacy

All requests are treated with strict confidentiality. Documentation is only reviewed by staff or experts directly involved in the accommodation decision process. Your records are handled as private health information and will not be stored with your licensing file.