

Process for Registering and Taking the CPCE Exit Exam

1. Contact Brittany Grass at bgrass@lindenwood.edu to add you to the approved list of test takers.
2. Wait 24 to 48 Hours for Brittany to send your name to CBT after you email him.
3. Follow the directions from the next page to schedule your exam date, location and time with **either** Pearson VUE **or** CCE.
4. Take your exam at the testing center you chose; on the day you chose.
5. When you are done with your exam, you will get a printed score report. **You must send your PASSING score report to: Brittany Grass - bgrass@lindenwood.edu (St. Charles students) or Dr. Kubicek - KKubicek@lindenwood.edu (Belleville students). DO NOT SEND SCORE REPORTS THAT ARE NOT PASSING. A passing grade on the CPCE is 70 or above.** Please see the sample score report on the last page of this document.
6. **You must send your passing score report to Brittany or Dr. Kubicek no later than the Friday before finals week. This way it can be added to your transcript for the current semester.**

CPCE-CBT

Registering with CCE:

1. Go to the CPCE registration link and fill out the required information.
<https://www.research.net/r/cpcereg>
2. An export will be sent to Pearson VUE twice a week.
3. Once you complete the link above, you will receive an “Authorization to Test” email from Pearson **within 7 business days**. (*Be sure to check your spam and junk folders.) The email will contain your candidate ID number. **Please allow 7 business days to receive your email.**

Registering with Pearson VUE:

1. **AFTER** you receive the email from Pearson VUE, go to their website to create an account. (www.pearsonvue.com/cpce). ****IF YOU DO NOT RECEIVE AN EMAIL FROM PEARSON VUE, please contact CCE at cpce@cce-global.org. DO NOT CREATE AN ACCOUNT with Pearson VUE until you have your Candidate ID number.**
2. Once on the Pearson VUE web page, click on **Create Account** on the right side.
3. Step 1: Create a Web Account page: Enter your first name and last name that was used with your CPCE registration. Then, put in your Candidate ID number from your “Authorization to Test” email and click **Next**.
4. Step 2: Verify Profile Information: Look over the information to verify it is correct and click **Next**.
5. Step 3: Verify Additional Information: Confirm the additional information and click **Next**.
6. Step 4: Create Account: Create your username, password, and answer the Security Questions. Click **Finish**.
7. You should see that your account creation was successful and click **Next**.
8. Your pre-approved exam will be presented. Click on the underlined exam **“CPCE-CBT Counselor Preparation Comprehensive Examination (CPCE).”**

9. *****If you will be receiving special exam accommodations**, you can now click on **Sign out**. You will need to contact the Pearson VUE customer service at 866-904-4432 to schedule a test date and pay via credit card or voucher number, if applicable.
 10. "Exam Details" screen: Click on **Schedule this Exam**.
 11. "Confirm Exam Selection" screen: Click on **Proceed to Scheduling**.
 12. "Test Center Search" screen: Select a test center and click **Next**.
 13. "Choose Appointment" screen: Click on a **date** and it will show you the times available. Click on an **available time**.
 14. "My Order" screen: This shows the details of your appointment and price of the exam. Click on **Proceed to Checkout**. Keep in mind that **ALL FEES ARE NON-REFUNDABLE**.
 15. "Checkout-Step 1: Confirm Personal Information": Your name must exactly match the identification that is presented at the test center. Click on **Next**.
 16. "Checkout-Step 2: Agree to Policies": Read over the CCE policies, check the box at the bottom right and click **Next**.
 17. "Checkout-Step 3: Enter Payment": Enter credit card information and then you will see your Order Total. Click on **Next**. (If your school has provided you with a voucher number, click on "Add Voucher or Promo Code and enter the voucher number.)
 18. "Checkout-Step 4: Submit Order": Review everything and then click on **Submit Order**.
 19. **REMEMBER YOUR USERNAME AND PASSWORD**. You will need this on the day of the exam.
- ❖ **Students that need to retake the exam** will simply log in to their Pearson VUE account, register and pay for the exam. (CCE registration is not required) This can be done up to **3 times of the 6 month eligibility period**.



CENTER FOR
CREDENTIALING
& EDUCATION



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CANDIDATE ID NUMBER: 2505
CPCE ID NUMBER: CP11

EXAMINATION DATE: 06-May-2017

Counselor Preparation Comprehensive Examination (CPCE)

You must get at least a 70 to pass the exam.

Your score is **72** correct answers.

Content Area	Your Score	Max Possible
Human Growth and Development	9	17
Social and Cultural Diversity	13	17
Helping Relationships	12	17
Group Work	8	17
Career Development	6	17
Assessment	7	17
Research and Program Evaluation	8	17
Professional Orientation and Ethical Practice	9	17
Total	72	136

This score report is not an official report and only represents the scores that you obtained on the exam. Your school will determine pass/fail status for the examination. Check with your school representative for further information.

If you have any questions, please contact the Center for Credentialing & Education, Inc. (CCE) at:

Center for Credentialing & Education, Inc.
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