

# PC Licensure Exam Guide for Graduates of Ohio Schools

## 1) Examination scheduling:

- A written request should be submitted to the Board office along with a photocopy of your transcript showing your degree conferred.
- If you are enrolled in your final coursework, you may request an examination packet to be mailed by having a letter forwarded to the board from your school stating you are enrolled in your final semester of coursework.
- Once you have been approved to take the examination an eligibility letter and registration form will be mailed to you (see the Board's official Licensure Requirements Outline).
- Board examination approval will expire 6 months after it is issued.

## 2) NBCC Registration:

- Once you have obtained Board approval you may register with NBCC.
- NBCC will process your registration and send you approval and information regarding scheduling.
- The exam is scheduled for the first week of every month Monday through Friday. There are limited slots, so schedule early.
- The fee of \$145 is required at time of registration.
- A candidate who fails to schedule an appointment for an examination six months after registering with NBCC forfeits the registration form and all fees paid to take the examination.

## 3) When you have passed the exam but do not officially have your PC, you can call yourself a "PC-Temporary" only if you have applied for a PC license and the board has issued you a provisional license, which means you have met all requirements of licensure except formal board approval.

## 4) In order to obtain your PC license you must submit the following:

- Application Fee of \$60.00 (no checks – money order or certified check)
- Notarized Application
- Official Transcript showing degree conferred sent directly from your school's registrar to the board offices. (no student copies).
- Copy of examination report showing passing score
- Internship Supervisor Evaluation Rating Form – available on web site
- Practicum Report Form – available on web site