

How to Create an Account on the Credentialing Gateway

CCE Website: my.cce-global.org

The screenshot shows the login page for the Credentialing Gateway. At the top, there are logos for nbcc, CCE, and nbcc FOUNDATION. The page title is "CREDENTIALING GATEWAY". The main heading is "Welcome to the Credentialing Gateway!". Below this, there is a paragraph explaining the gateway's purpose. A link is provided for frequently asked questions. A section titled "IMPORTANT INSTRUCTIONS:" contains a paragraph and two bullet points: "Forgot username?" and "Forgot password?". On the right side, there is a login form with fields for "Username" and "Password", a "Login" button, and a "Create Gateway Account" button. At the bottom, there is a security notice.

nbcc CCE nbcc FOUNDATION CREDENTIALING GATEWAY

Welcome to the Credentialing Gateway!

The Credentialing Gateway provides credential holders and applicants with a single, secure portal to manage their certificates/credentials and applications. It grants access to change of address, name change, online applications, printable documents and many more features.

Do you have questions about the Credentialing Gateway? Visit our [website](#) to search frequently asked questions.

IMPORTANT INSTRUCTIONS:
If this is your first visit to the Credentialing Gateway, you must click the [Create Gateway Account](#) button. If you have previously registered, enter your Username and Password to Login.

- [Forgot username?](#)
- [Forgot password?](#)

* Username

* Password

Login

Create Gateway Account

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.

If you do not have an account with CCE, please select the “Create Gateway Account” then follow the steps below.

The screenshot shows the "Gateway Registration" page. At the top, there are logos for nbcc, CCE, and nbcc FOUNDATION. The page title is "CREDENTIALING GATEWAY". On the left, there is a navigation menu with options: "User Information", "Contact Information", "Address Information", "Demographics", "Account Credentials", "Verification", and "Confirmation". The "User Information" option is selected. The main heading is "Gateway Registration". Below this, there is a section titled "User Information" with a paragraph explaining the registration process. A dropdown menu is present with the question: "* Do you have a registration code from your email?". At the bottom, there are "Cancel" and "Save / Next" buttons.

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User Information • Gateway Registration

User Information

Each applicant and/or credential holder must register in Credentialing Gateway in order to submit and maintain applications and information with the Management System. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

* Do you have a registration code from your email?

Cancel Save / Next

Initiate the registration process by selecting "no" in response to the query regarding the possession of a registration code. Please note that this code is not applicable for individuals establishing a gateway account for the CPCE.

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User Information Gateway Registration

User Information

Each applicant and/or credential holder must register in Credentialing Gateway in order to submit and maintain applications and information with the Management System. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

*Do you have a registration code from your email?

No
Yes
No

Cancel Save / Next

Upon choosing the no, the next question will become visible for your input.

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User Information Gateway Registration

User Information

Each applicant and/or credential holder must register in Credentialing Gateway in order to submit and maintain applications and information with the Management System. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

*Do you have a registration code from your email?

No

*Have you ever applied for or held a credential from the National Board for Certified Counselors (NBCC) or the Center for Credentialing & Education (CCE)?

Yes
No

Cancel Save / Next

Please respond no to the inquiry regarding any prior certifications held with the National Board for Certified Counselors and the Center for Credentialing and Education.

- User Information
- Contact Information
- Address Information
- Demographics
- Account Credentials
- Verification
- Confirmation

Gateway Registration

User Information

Each applicant and/or credential holder must register in Credentialing Gateway in order to submit and maintain applications and information with the Management System. The secure server encrypts your personal information via Secure Sockets Layer (SSL).

*** Do you have a registration code from your email?**

No

*** Have you ever applied for or held a credential from the National Board for Certified Counselors (NBCC) or the Center for Credentialing & Education (CCE)?**

No

*** Name:**

Prefix

First

Middle

Last

Suffix

Maiden/Previous Name

*** Date of Birth:**

MM/DD/YYYY

Cancel

Save / Next

Proceed to the next step where you can enter your name exactly as it appears on your identification, along with your birthdate. It is essential to acknowledge that middle names are not required for CPCE registration and will be excluded from your information during processing with Pearson Vue.

To advance to the next step, please choose "Save/Next."

- User Information
- Contact Information
- Address Information
- Demographics
- Account Credentials
- Verification
- Confirmation

Gateway Registration

Contact Information

*** Home Phone:**

Work Phone:

Cell Phone:

*** Email Address:**

Previous

Cancel

Save / Next

In the following step labeled "Contact Information," please provide your phone number and email address. It is recommended to use your university email to mitigate any potential issues with receiving

important correspondence, such as the authorization to test email from Pearson Vue.

To advance to the next step, please choose "Save/Next."

The screenshot displays the 'Gateway Registration' interface. At the top left, there are logos for nbcc, CCE, and nbcc FOUNDATION. At the top right, it says 'CREDENTIALING GATEWAY'. On the left side, there is a vertical navigation menu with the following items: 'User Information' (checked), 'Contact Information' (checked), 'Address Information' (active, with a dropdown arrow), 'Demographics', 'Account Credentials', 'Verification', and 'Confirmation'. The main content area is titled 'Gateway Registration' and features a blue header for the 'Address Information' section. Below this header, there are several input fields: a dropdown menu for '* Country:', a text box for 'Address 1:', a text box for 'Address 2:', and three text boxes for '* Zip/Postal Code:', '* City:', and '* State (Territory):'. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Save / Next'.

In the next step, "Address Information," please input the country and your current residential address. It is acceptable if your present address differs from the one stated on your identification. Pearson Vue will solely verify that your first and last name align with the information on both your two forms of ID and your registration.

To advance to the next step, please choose "Save/Next."

- User Information ✓
- Contact Information ✓
- Address Information ✓
- Demographics ⚙
- Account Credentials
- Verification
- Confirmation

Gateway Registration

Demographics

The information requested below is for research purposes and will be kept confidential.

*** Gender**

Race:

Ethnicity:

Previous
Exit
Save / Next

In the "Demographics" section, input your gender. The inclusion of your race and ethnicity is optional and at your discretion. To advance to the next step, please choose "Save/Next."

- User Information ✓
- Contact Information ✓
- Address Information ✓
- Demographics ✓
- Account Credentials ⚙
- Verification
- Confirmation

Gateway Registration

Account Credentials

Please create a username and password to access your gateway. **This information is not maintained by the NBCC.** Keep this information in a secure place.

- Username** - Must be a minimum of 8 characters, maximum of 20 characters. Username is not case sensitive. Special characters are not allowed.
- Password** - Must be a minimum of 8 characters, maximum of 20 characters. You may use any combination of letters (upper case and lower case) and numbers. Please limit special characters to @, \$, !, #, &, *, %, .

*** Username:**

*** Password:**

*** Verify Password:**

Previous
Cancel
Save / Next

In the "Account Credentials" section, generate a username and password adhering to the specified requirements highlighted in red. It is important to note that these credentials are exclusive to accessing your Credentialing Gateway account with CCE and do not apply to Pearson Vue. To advance to the next step, please choose "Save/Next."



- User Information ✓
- Contact Information ✓
- Address Information ✓
- Demographics ✓
- Account Credentials ✓
- Verification **⊙**
- Confirmation

Gateway Registration

Verification

Please review the information below. If any changes need to be made, navigate to the applicable page and make changes. Once all information is correct, continue to create your account.

User Information

Name:
Ms. Sylvia Cat

Date of Birth:
04/16/2000

Maiden/Previous Name(s):

Contact Information

Home Phone:
122-555-5555

Work Phone:

Cell Phone:

Email Address:
scat@mailinator.com

Address Information

Primary/Physical Address:
123 Anywhere
Greensboro, NC 27405

The image shows a verification form with two main sections: 'Demographics' and 'Account Credentials'. The 'Demographics' section contains the following information: Gender: Female, Race: African American, and Ethnicity: Not-Hispanic or Latino. The 'Account Credentials' section contains the Username: SCat1182. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Finish'. The 'Finish' button is highlighted in blue.

Demographics	
Gender:	Female
Race:	African American
Ethnicity:	Not-Hispanic or Latino

Account Credentials	
Username:	SCat1182

Previous Cancel Finish

During the " Verification " step, you will have the opportunity to review the information entered earlier and make any necessary adjustments. After thoroughly reviewing your information and ensuring its accuracy, please select "Finish" to successfully conclude the account creation process.



✓ Success! Your profile has been successfully completed.

- User Information ✓
- Contact Information ✓
- Address Information ✓
- Demographics ✓
- Account Credentials ✓
- Verification ✓
- Confirmation ⚙

Gateway Registration

Confirmation

User Information

Name:
Sylvia Cat

Date of Birth:
04/16/2000

Maiden/Previous Name(s):

Contact Information

Home Phone:
122-555-5555

Work Phone:

Cell Phone:

Email Address:
scat@mailinator.com

Address Information

Primary/Physical Address:
123 Anywhere

Greensboro, NC 27405

Demographics

Gender:
Female

Race:
African American

Ethnicity:
Not-Hispanic or Latino

Account Credentials

Username:
SCat1182

Exit

Accessing the Account on the Credentialing Gateway

Log Into the Credentialing Gateway to select the Application type.

The screenshot shows the login page of 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 is divided into two columns. The left column contains a 'Welcome to the Credentialing Gateway!' heading, a paragraph describing the gateway's purpose, a link to a website for frequently asked questions, and a section titled 'IMPORTANT INSTRUCTIONS:' which includes a note about first-time users and a list of links for 'Forgot username?' and 'Forgot password?'. The right column contains a login form with fields for '* Username' and '* Password', a blue 'Login' button, and a 'Create Gateway Account' button. Below the form, 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.'

The screenshot shows the user profile page of 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.' Below this is a 'Primary Address' section with a pencil icon and a box containing the address: '123 Anywhere, Greensboro, NC 27405, 122-555-5555, scat@mailinator.com'. To the right is a 'My Certifications, Credentials, Examinations' section with a blue header. Below the header, it says 'No certificates/certifications were found. Click on Applications to get started!' and a yellow box contains the instruction: '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.



New NBCC Code of Ethics - The new NBCC Code of Ethics is

Primary Address

123 Anywhere
Greensboro, NC 27405
122-555-5555
scat@mailinator.com

My Certification

- Approved Clinical Supervisor (ACS)
- Board Certified Coach (BCC)
- BC-TMH Application
- Counselor Preparation Comprehensive Examination (CPCE)
- Global Career Development Facilitator (GCDF)
- Human Services-Board Certified Practitioner (HS-BCP)
- National Certified Counselor (NCC)
- State Licensure Examination

No certificates/certifications were found. Click on applications to get started.

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.