

Hello soon to be alumni!!!

You're so close to finishing. Now it's time to think about NBCOT. One must pass the NBCOT to practice. Many students are finishing their fieldwork about a month before graduation. If this is the case, there is a procedure we can follow to start the exam application process earlier. If a student is not finishing by March 27, that student will need to wait until the degree is posted.

The following list is what the student needs to do to prepare for the NBCOT exam:

- The student is responsible for ensuring that there is a grade on every course as it was submitted on the candidacy form i.e. there are no incomplete courses.
- The student is responsible for ensuring that there is not a hold on their record (i.e. their account is settled with student loans and that other university debts (library, parking, etc.) have been cleared) as this may hold up the registrar's approval and degree posting.
- After spring semester fieldwork, students need to submit all necessary documentation as proof of completion as soon as possible to the faculty course instructor (Jeanette Koski). The instructor then submits the grade to the registrar's office. A grade for your internship must be posted before the ACVF can be signed or a degree can be posted.
- Read the NBCOT handbook. VERY IMPORTANT!
- Apply to take the NBCOT exam. An application needs to be started by the time the ACVF or transcript reaches NBCOT. You may wish to request that scores be sent to all states in which you intend to practice.
- Students completing the fieldwork on March 27, and wish to expedite, will need to complete Section 1, the student portion, of the NBCOT form Academic Credential Verification Form (ACVF). This needs to be turned in, by mail, in person or by fax, to the Division's Administrative Assistant (Kelly) by April 3. **Do not send the ACVF directly to the registrar.**
- Request the registrar to send your transcript to NBCOT and state licensing board(s), if required, as soon as your degree has posted.
- Make sure your name matches all documents (NBCOT, transcript, candidacy form, etc.)

Dates for 2009

March 27 Fieldwork completed for most students

April 3 by 4:00 Last day to submit ACV forms to Kelly and fieldwork paperwork to Jeanette

April 3 by 5:00 Grades submitted to registrar

April 6-17 Graduate records and registrar review student's file and sign off if complete

April 17 Postmark date for ACVF (may be sooner, if possible)

It will take about 3-4 weeks for NBCOT to process the ACVF forms. When the form has been processed, you will receive an Authorization to Test (ATT). This form allows you to make an appointment to take the exam. The earliest students have taken this exam is the first part of May. Your degree will post on May 8. Transcripts will most likely be mailed the Monday after commencement. It will take about 3-4 weeks after receipt of transcript for NBCOT to process the exam and review your transcripts.

If you have any questions, please let me know.

Kelly