Department of Counselor Education
CPCE Request Form - NON BSU Students

It is the graduate student’s responsibility to see that this form is completed and mailed or emailed to Janice Bowen (Janice.Bowen@bridgew.edu) no later than October 1 for fall exams and February 1 for spring exams. Any students with accommodations through their institutions’ Disability Office must include a copy of their letter with their exam request form.

The students should bring a cashier’s check or money order with them on the date of the exam in the amount of $70.00 (personal checks will not be accepted). Make payable to the Center for Credentialing and Education. Students who have not paid the fee will not be eligible to sit for the exam.

Students may mail the payment and/or the Exam Request Form in ahead of time to the following address, but it must be received by the stated deadline for the exam they have indicated.

Janice Bowen
c/o CPCE
Dept. of Counselor Education, Kelly 104
Bridgewater State University
Bridgewater, MA 02325

I am requesting to schedule this examination (please check one of the following):

__________ FALL    __________ SPRING

Please print:
Name of student: ____________________________
E-mail: _________________________________
Mailing Address: ________________________________

__________________________________________   _______________________
Signature of Student                                      Date

Students will be contacted via email once their Request form has been received and processed to confirm their registration and provide addition details for that exam date. Any clarifications or questions should be directed to Janice Bowen (Janice.Bowen@bridgew.edu).

Updated: September 2015