



National Certified Counselors (NCCs) are required to recertify at the end of a five-year period. During the period, they must accrue documents for 100 contact hours of continuing education activities that meet NBCC guidelines. These documents are stored by the NCCs and should **NOT** be mailed to NBCC.

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## Application Information for Single CE Program Approval

### Requirements for Approval

NBCC reserves the right to monitor the programs and activities for which we have granted approval and to withdraw approval from any program or activity which does not meet the guidelines set forth in this document. No statement regarding the status of NBCC approval may be placed on any advertising materials until written confirmation from NBCC has been received.

1. The program content must be directly related to one of the nine approved topic areas listed on the topic sheet.
2. The program must be held in an accessible, barrier-free location so that persons with disabilities are not excluded from attending.
3. The program must be geared toward professionals in the field of mental health.
4. If the activity is self-help, there must be a component on how to pass the materials on to clients.
5. If the activity is a teleconference, it must be interactive.
6. The program must increase the participant's skill or knowledge in the practice of counseling.
7. Home study programs, including online programs, are not qualified for approval under this application process. Contact NBCC for information on the approval process for home study programs. The exception to this is for programs that are offered live, online.
8. Speakers/Instructors must have at least a master's degree in a mental health field or commensurate training that qualifies them to train master's level professionals.
9. **The application must be submitted no less than 60 days prior to the activity. Providers with printing deadlines should submit applications 60 days in advance of the deadline. Applications received less than 30 days prior to the activity will NOT be processed.**
10. If the program is offering training on a newly-developed counseling theory, technique or method, the provider must present research supporting the efficacy of that theory, technique, or method. Lacking that, the provider must present a clear link to an already established and researched theory, technique, or method.

## Approval Process

1. Complete the application form.
2. Submit a separate application and \$200 fee (non-refundable) for each program for which you want NBCC approval. **A \$50 late review fee will be charged if submitted less than 60 days prior to the activity. Applications received less than 30 days prior to the activity will NOT be processed.**
3. Attach the vita or résumé for each speaker.
4. Attach a finished copy or rough draft of the flyer or brochure. If this is not available, submit a detailed description of the program.
5. Attach the fee payment. Applications submitted without payment will **NOT** be processed.
6. If approved, place the required statement on program materials.
7. After verifying attendance at the program, provide a certificate of completion for NCCs with the contact hours and NBCC approval reflected on the form.
8. After the completion of the program, **submit a numerical summary of the evaluations submitted by the attendees.**

NBCC reserves the right to change fees without prior notice.

**The National Board for Certified Counselors, Inc. (NBCC) values diversity.  
There will be no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin.**



## Application for Single Continuing Education Program Approval

1. Title of activity: \_\_\_\_\_  
Location (City, State): \_\_\_\_\_ Date(s): \_\_\_\_\_
2. Target group: \_\_\_\_\_
3. Number of clock hours of training: \_\_\_\_\_ Cost: \$ \_\_\_\_\_
4. Sponsoring organization or individual: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
E-mail address: \_\_\_\_\_
5. Topic area under which this activity falls. (See page 4.): \_\_\_\_\_
6. Briefly describe the facility in which the program will take place:

Is the facility handicap accessible?  Yes  No

7. Briefly describe your grievance procedures and refund policy if this information does not appear on your brochure.
8. Describe your procedure for verifying attendance.
9. Attach a check or money order for \$200 (or \$250 if submitting payment less than 60 days prior to the activity.)  
**Applications received less than 30 days prior to the activity OR without payment will NOT be processed.**
10. Attach a finished copy or rough draft of the brochure or flyer advertising the program to include learning objectives.
11. Attach a vita or résumé for each speaker. The vita or résumé must include the speaker's degree *and* major.
12. Attach a copy of the evaluation form that will be used by participants.
13. The signature below indicates that I have read the NBCC *Code of Ethics* and that I agree to ensure that the program named in this application abides by the *Code*. I agree to restrict the use of the NBCC approval statement to the program named on this application, to provide NCCs with documentation of attendance and to keep a roster of attendees on file for a five-year period.

Name of contact person: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## APPROVED GENERAL TOPIC AREAS

### 1. Counseling Theory/Practice and the Helping Relationship

Approved topics in the area include: historic and well-established contemporary counseling theories, principles and techniques of counseling and their application to professional settings; information on the use of the current edition of the DSM; diagnosis and treatment of mental disorders; the mind-body connection and its applications in the counseling setting; psychopharmacology and the role and effect of psychotropic medications in mental health; burn-out prevention designed for helping professionals; counselor self-understanding designed for mental health professionals; crisis/disaster counseling; mediation or coaching training designed for mental health professionals.

### 2. Human Growth and Development

Approved topics in this area include: the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; life-span theory; learning theory; and end-of life issues.

### 3. Social and Cultural Foundations

Approved topics in this area include: societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; multicultural and pluralistic trends; social or cultural issues affecting individuals, couples and families; differing lifestyles; major societal concerns, including violence, poverty, terrorism, stress, person abuse, substance abuse, religious/spiritual issues, and discrimination; and methods for alleviating such concerns.

### 4. Group Dynamics, Processing and Counseling

Approved topics in this area include: group development, dynamics and counseling theories; group counseling leadership styles; basic and advanced group counseling methods and skills; other group counseling approaches; theories of family counseling; family dynamics and roles of family members; and addictions group counseling.

### 5. Career Development and Counseling

Approved topics in this area include: career developmental theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle, career and retirement decision-making; career development program planning, resources and effectiveness evaluation; worker behavior and adjustment; and workplace issues affecting worker performance and behavior.

### 6. Assessment

Approved topics in this area include: group and individual educational and psychometric theories, and approaches to appraisal; data and information gathering methods; psychometric statistics; factors influencing appraisals; administering appraisal instruments and interpreting

appraisal results in helping processes; and, legal issues affecting counselor rights to administer and interpret tests and inventories that assess psychopathology, abilities, interests, and career options.

### 7. Research and Program Evaluation

Approved topics in this area include: types of academic and professional research; basic statistics; research-report development; research implementation; counseling program evaluation; needs assessment in the counseling setting; publication of counseling research information; and, ethical and legal considerations in counseling research.

### 8. Counselor Professional Identity and Practice Issues

Approved topics in this area include: philosophic bases of helping processes; professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; professional preparation standards; professional credentialing in mental health; federal and state laws and regulations affecting counselors; practice management issues for mental health professionals; the counselor as professional consultant; administration and management of counseling programs; clinical supervision of mental health professionals.

### 9. Multiple Sessions/Conferences

Includes total clock hours earned through multiple sessions which earned several NBCC approved content areas. Examples (under this content area) would include ACA National Conferences and a series of in-service sessions covering many topics.

#### Approved Specialty Content Areas

##### School

1. Appraisal of Individuals
2. Group Counseling
3. Cultural Diversity in Counseling
4. Career Development
5. Fundamentals of School Counseling
6. Supervised School Counseling Practicum

##### Addictions

1. Drug Information & Terminology
2. Theories of Addictions
3. Medical & Psychosocial Aspects of Addictions
4. Addictions Assessment
5. Issues in Treatment of Addictions
6. Addictions Group Counseling
7. Family Addictions Counseling

##### Clinical Mental Health

1. Counseling & Psychotherapy Theory & Practice
2. Abnormal Psychology & Psychopathology
3. Testing & Appraisal
4. Group Counseling & Psychotherapy