



Application to Participate in the National Certified Counselor (NCC) for Graduate Students Application Option

University Contact Information

University Name: _____

Please print the contact information for your university below.

Campus Coordinator

Name: _____

Title: _____

Department: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Department Chair

Name: _____

Title: _____

Department: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Secondary Coordinator

Name: _____

Title: _____

Department: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Return application and supporting materials to
NCC for Graduate Students
3 Terrace Way
Greensboro, NC 27403

Graduate Programs Offered

Please list below all graduate degrees for which you plan to submit the NCC for Graduate Students Application.

Degrees	Programs/Tracks	CACREP? Y/N	Semester/Quarter Hours Required
<i>(sample) M.A.-Counseling</i>	<i>Mental Health Counseling School Counseling</i>	<i>Y N</i>	<i>60 sem. hours 48 sem. hours</i>
A			
B			
C			
D			

Supporting Documentation

Please submit the following information for each program listed in the table:

1. Curriculum sheets and information from the current graduate catalog pertaining to each program/track;
2. A completed Verification of Coursework Form for each program/track indicating which classes students will take to meet NBCC's coursework requirements; and
3. Departmental course descriptions from the current graduate catalog.

Eligibility Requirements

To be eligible to participate in the NCC for Graduate Students Application option, you must demonstrate that each student from your program(s) will meet NBCC's educational requirements prior to graduation. Specifically, each student must meet the following standards in order to apply using a graduate student application:

- They must be enrolled in a counseling track in a master's or doctoral program. A student can use the student application only if he or she is a degree-seeking student. Students currently enrolled in certification programs at your school who hold a counseling degree from your school may be eligible for this application program.
- Prior to graduation, they must take classes to meet each NBCC coursework area as listed on the enclosed Verification of Coursework Form. Before submitting an NCC for Graduate Students Application, students must be well advanced in their program, as this may affect their performance on the exam.
- Prior to graduation, they must complete at least 48 semester hours/72 quarter hours of graduate-level coursework in counseling.
- Failure to complete a master's or doctoral degree in counseling and all the required coursework can result in the student being unable to access their NCE score.
- Departmental decisions regarding waivers of graduate-level coursework will not be honored by NBCC. Students are required to complete all NBCC required coursework areas.
- Deviations from the curricula included in this application are not guaranteed acceptance by NBCC.

Recent Graduates:

Alumni who have already graduated from a degree program at your university may apply using a student application, but they must have graduated no more than one year prior to the exam date for which they are applying. NBCC gives the examination twice each year: once in April and once in October. Graduates applying for an October examination can apply only if they graduated no earlier than October of the previous year. For an April examination, graduates can apply as long as they graduated no earlier than April of the previous year. Prior to applying, alumni must also have taken classes to meet all NBCC coursework areas, including field experience, and must have completed at least 48 semester/72 quarter hours of graduate-level counseling coursework.

Alumni who graduated outside of the aforementioned eligibility timeframe can be directed to the nonstudent NCC application. The nonstudent application can be downloaded at www.nbcc.org. Alumni using the nonstudent application may request to sit for the NCE with students at your university. Should one of your alumni make such a request, NBCC will notify you in writing.



College/University: _____

Degree and Track: _____

To be eligible for the NCC for Graduate Students Application option, students must take a graduate course in each of the following areas. Each content area must be met with no fewer than two semester/three quarter hours of graduate credit. In the space provided beside each content area, please list the courses your students are required to take that will fulfill each coursework area. Please keep a copy of these pages for your records.

Content Area	Date	Course Code	Course Title	Credit Hrs.
<p>1. Human Growth and Development Studies in this area provide an understanding of the nature and needs of individuals at all developmental levels, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Theories of individual and family development and transitions across the life span; b. Theories of learning and personality development; c. Human behavior, including an understanding of developmental crises, disability, addictive behavior, psychopathology and environmental factors as they affect both normal and abnormal behavior; d. Strategies for facilitating development over the life span; and e. Ethical considerations. 				
<p>2. Social and Cultural Foundations Studies in this area provide an understanding of issues and trends in a multicultural and diverse society, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Multicultural and pluralistic trends, including characteristics and concerns of diverse groups; b. Attitudes and behavior based on factors such as age, race, religious preferences, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status and intellectual ability; c. Individual, family and group strategies with diverse populations; and d. Ethical considerations. 				
<p>3. Helping Relationships Studies in this area provide an understanding of counseling and consultation processes, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Counseling and consultation theories, including both individual and systems perspectives as well as coverage of relevant research and factors considered in applications; b. Basic interviewing, assessment and counseling skills; c. Counselor or consultant characteristics and behaviors that influence helping processes, including age, gender and ethnic differences; verbal and nonverbal behaviors; and personal characteristics, orientations and skills; d. Client or consultee characteristics and behaviors that influence helping processes, including age, gender, ethnic differences; verbal and nonverbal behaviors; and personal characteristics, orientations and skills; and e. Ethical considerations. 				
<p>4. Group Work Studies in this area provide an understanding of group development, dynamics and counseling theories; group counseling methods and skills; and other group work approaches, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Principals of group dynamics, including group process components, developmental stage theories, and group members' roles and behaviors; b. Group leadership styles and approaches, including characteristics of various types of group leaders and leadership styles; c. Theories of group counseling, including commonalities, distinguishing characteristics, and pertinent research and literature; d. Group counseling methods, including group counselor orientations and behaviors, ethical standards, appropriate selection criteria and methods of evaluation of effectiveness; e. Approaches used for other types of group work, including task groups, prevention groups, support groups and therapy groups; and f. Ethical considerations. 				

Verification of Coursework Form

Content Area	Date	Course Code	Course Title	Credit Hrs.
<p>5. Career and Lifestyle Development Studies in this area provide an understanding of career development and related life factors, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Career-development theories and decision-making models; b. Career, avocational, educational and labor market information resources; visual and print media; and computer-based career information systems; c. Career-development program planning, organization, implementation, administration and evaluation; d. Interrelationships among work, family, and other life roles and factors, including multicultural and gender issues as related to career development; e. Career and educational placement, follow-up and evaluation; f. Assessment instruments and techniques relevant to career planning and decision-making; g. Computer-based career-development applications and strategies, including computer-assisted career-guidance systems; h. Career-counseling processes, techniques and resources, including those applicable to specific populations; and i. Ethical considerations. 				
<p>6. Assessment Studies in this area provide an understanding of individual and group approaches to assessment and evaluation, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Theoretical and historical bases for assessment techniques; b. Validity, including evidence for establishing content, construct and empirical validity; c. Reliability, including methods of establishing stability, internal and equivalence reliability; d. Appraisal methods, including environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods; e. Psychometric statistics, including types of assessment scores, measures of central tendency, indices of variability, standard errors, and correlations; f. Age, gender, ethnicity, language, disability and cultural factors related to assessment and evaluation of individuals and groups; g. Strategies for selecting, administering, interpreting and using assessment and evaluation instruments and techniques in counseling; and h. Ethical considerations. 				
<p>7. Research and Program Evaluation Studies in this area provide an understanding of types of research methods, basic statistics, and ethical and legal consideration in research, including but not limited to the following:</p> <ul style="list-style-type: none"> a. Basic types of research methods to include qualitative and quantitative research designs; b. Basic parametric and nonparametric statistics; c. Principles, practices and applications of needs assessment and program evaluation; d. Uses of computers for data management and analysis; and e. Ethical and legal considerations. 				
<p>8. Professional Orientation to Counseling Studies in this area provide an understanding of all aspects of professional functioning, including history, roles, organizational structures, ethics, standards and credentialing, including but not limited to the following:</p> <ul style="list-style-type: none"> a. History of the counseling profession, including significant factors and events; b. Professional roles and functions of counselors, including similarities and differences with other types of professionals; c. Professional organizations (primarily ACA, its divisions, branches and affiliates), including membership benefits, activities, services to members and current emphases; d. Ethical standards of ACA and its related entities ethical and legal issues, and their applications to various professional activities (e.g., appraisal, group work); e. Professional counselor preparation standards, their evolution and current applications; f. Professional counselor credentialing, including counselor certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; and g. Public policy processes, including the role of the professional counselor in advocating on behalf of the profession and its clientele. <p>If your degree is in a field other than counseling, please submit an official course description from the school for this area.</p>				
<p>9. Counseling Field Experience (minimum six sem/10 qtr hours) Studies in this area provide supervised counseling experience in an appropriate work setting.</p>				