



I hereby request that NBCC change the active status of my NCC certification and specialty certifications (if applicable) to temporary inactive status. My signature below attests to the following:

1. I work less than 10 hours per week as a counselor, including clinical and volunteer work.
2. I agree to abide by the guidelines regarding the reduced practice status option.
3. I understand this status change will also apply to any specialty certifications that I hold.
4. I understand that as a reduced practice NCC, I must complete 10 hours of continuing education activities that meet the NBCC requirements at the completion of the designated five-year period. (NBCC recommends that any NCC returning from reduced practice to normal status obtain a minimum of 20 hours of continuing education within the first year they return to practice, including at least three hours in the topic area of ethics.)
5. I understand that if I allow my certification to lapse, I will be required to reinstate my certification. (Information regarding NBCC’s reinstatement process can be found at [ProCounselor.NBCC.org](http://ProCounselor.NBCC.org).)
6. I will continue to abide by the NBCC Code of Ethics.
7. I will disclose to NBCC any charge, complaint or conviction about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of occurrence.
8. I understand that all status change procedures and policies are subject to change.
9. I understand that I must continue to pay the annual certification fee and the fees for any specialty certifications (NCSC, CCMHC and MAC).
10. I understand that in order to change my certification status, my account must be current on fees and I cannot be the subject of any ethics review.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_ NBCC Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Past-Due Fees: \_\_\_\_\_

If you are unsure of your NCC status or past-due fees, contact the Recertification Department at [recertification@nbcc.org](mailto:recertification@nbcc.org) or 336-547-0607.

**Send form and fee payment to**  
Recertification Dept.  
NBCC  
P.O. Box 63160  
Charlotte, NC 28263-3160

**If no fees are due, send form to**  
Recertification Dept.  
NBCC  
3 Terrace Way  
Greensboro, NC 27403-3660

FOR OFFICE USE ONLY	
REF.#: _____	DATE: _____
BATCH#: _____	AMOUNT: _____

**PAYMENT INFORMATION**

Enclosed is a check or money order—payable to NBCC—in the amount of \$ \_\_\_\_\_

Please charge the credit card listed below in the amount of \$ \_\_\_\_\_

Card Type:  VISA  MasterCard  American Express

Name on Card:

Card Number:  Expiration Date:  /

Verification Code Numbers (from back of card):

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

To change the status of certification, an NCC must be current on all fees and cannot be the subject of any ethics review. All fees are nonrefundable and nontransferable. NBCC cannot change an NCC's status without the appropriate form.

## 1. Reduced Practice

While holding reduced practice status, an NCC:

- Must work as a counselor less than 10 hours, but may see a few clients and provide volunteer counseling services.
- Must continue to abide by the NBCC *Code of Ethics*.
- Must continue to pay the annual maintenance fee for the NCC, as well as any speciality certification fees (NCSC, CCMHC or MAC).
- Must be able to document at least 10 hours of continuing education every five years for recertification.
- May continue to use the "NCC" certification mark.
- Continues to receive *The National Certified Counselor*, NBCC's official newsletter.
- May retain reduced practice status as long as he or she meets the requirements; there is no time limit for this status.

## 2. Retired

While holding retired status, an NCC:

- Is not currently practicing as a professional counselor or volunteering as a counselor.
- Must continue to adhere to the NBCC *Code of Ethics*.
- Must pay a reduced annual certification fee.
- Is not required to complete continuing education hours.
- May continue to use the "NCC" certification mark.
- Continues to receive *The National Certified Counselor*, NBCC's official newsletter.
- May retain retired status as long as he or she meets the requirements; there is no time limit for this status.
- May return to active status at any time, but must pay annual maintenance fees and submit continuing education.

## 3. Temporary Inactive

While holding temporary inactive status, an NCC:

- Is not currently practicing as a professional counselor due to extenuating health or family circumstances, including military leave. An explanation of the extenuating circumstances and applicable documentation must be included with the status change request. Lack of employment and maternity/paternity leave do not qualify for this status.
- Must continue to adhere to the NBCC *Code of Ethics*.
- May retain this status for up to two years, after which he or she must return to an active status or relinquish the certification.
- Is not required to pay an annual certification fee.
- Is not required to complete continuing education hours. (If an NCC's expiration date passes while holding this status, the 100 hours of continuing education are due when the temporary inactive status ends. As usual, an NCC can request an extension of up to one year in order to complete the required continuing education hours or take an applicable examination.)
- May **not** use the "NCC" certification mark.
- Continues to receive *The National Certified Counselor*, NBCC's official newsletter.

An NCC can instead relinquish the NCC certification with submission of the applicable form. Reinstatement of a relinquished or lapsed NCC requires documentation of continuing education hours or a passing score on the National Counselor Examination for Licensure and Certification (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE), and payment of all applicable fees. For more information, please contact the NBCC Recertification Department at [recertification@nbcc.org](mailto:recertification@nbcc.org). **All status options require submission of the appropriate status change form. NBCC cannot change the status of a certification without the appropriate form.**