



Request for "Retired" Status Change

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

1. I am not currently employed as a professional counselor nor do I perform volunteer work in which I am designated a counselor.
2. I have read and agree to abide by the guidelines for the retired status option.
3. I understand this status change will also apply to any specialty certifications that I hold.
4. I understand that if I return to counseling practice of any type, I must have my NCC status changed to accurately reflect my practice or relinquish my certification entirely. (NBCC recommends that any NCC returning from retired 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.)
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 retired status follows a one-year certification cycle and I must pay a reduced annual certification fee.
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 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 (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. **All status options require submission of the appropriate status change form. NBCC cannot change the status of a certification without the appropriate form.**