



I, (print name) \_\_\_\_\_, (NCC certification number) \_\_\_\_\_, wish to relinquish

My National Certified Counselor (NCC) credential. I understand that by relinquishing the NCC, I am also relinquishing all specialty credentials I hold. I have indicated my specialty credentials below. I hereby request that NBCC remove my name from the listing of active National Certified Counselors.

Only my specialty credential(s), checked below.

- National Certified School Counselor (NCSC)
Master Addictions Counselor (MAC)
Certified Clinical Mental Health Counselor (CCMHC)
\_\_\_\_\_
\_\_\_\_\_

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Master Addictions Counselor (MAC)
Certified Clinical Mental Health Counselor (CCMHC)
\_\_\_\_\_
\_\_\_\_\_

Mail completed form, NCC certificate and any required payment to: NBCC Recertification Dept. P.O. Box 63160 Charlotte, NC 28263-3160.

My signature below indicates that I understand that by relinquishing my NBCC certification, I may no longer use the designation National Certified Counselor (NCC) or, if applicable, any specialty designation. I also understand that NBCC will release my NBCC examination scores upon written request and payment of required fees.

I understand that I cannot relinquish my certification any other way, including by telephone or e-mail, and that this form must be received to complete the relinquishing process. I understand that the certification fee will continue to accrue until this form is received. I also understand that I must surrender my certificate with this form.

I also understand that if I wish to reinstate my NCC or specialty certifications, I will be required to follow NBCC's current process for reinstatement.

Past-Due Fees Owed: \$ \_\_\_\_\_ If you are unsure of your NCC status or past-due fees, contact the Recertification Department at recertification@nbcc.org or 336-547-0607.

Original Certificate Enclosed? Yes No

(If "no," please explain.) \_\_\_\_\_

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

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 as 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: \_\_\_\_\_



In order to change certification status, an NCC must submit the appropriate form and be up to date on all fees.

## 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 - 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](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.**