



This form is interactive. Download the form to your computer to fill it out.

NBCC certification number: \_\_\_\_\_ Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_

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 adhere to 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.
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 adhere to 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.

Past-Due Fees Owed: \$ \_\_\_\_\_ If you are unsure of your NCC status or past-due fees, log in to your [ProCounselor](http://ProCounselor) account or contact the Recertification Department at [recertification@nbcc.org](mailto:recertification@nbcc.org) or 336-547-0607.

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

**If no payment is required**, you may email your completed form to [recertification@nbcc.org](mailto:recertification@nbcc.org), or mail your completed form to:  
 NBCC Recertification Dept.  
 3 Terrace Way  
 Greensboro, NC 27403-3660

**If a payment is required**, mail your completed form and past-due fees to:  
 NBCC Recertification Dept.  
 P.O. Box 63160  
 Charlotte, NC 28263-3160

**If a payment is required and you wish to submit this status change form via email, DO NOT complete the credit card information on this page.**

Check this box and email this form to [recertification@nbcc.org](mailto:recertification@nbcc.org). Please note that we cannot take payment via email. We will reach out to you via email with instructions after receiving your form.

### PAYMENT INFORMATION

Enclosed is a check or money order made 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: \_\_\_\_\_

FOR OFFICE USE ONLY

REF.#: \_\_\_\_\_ DATE: \_\_\_\_\_

BATCH#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_



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 10 hours or less per week but may see a few clients and provide volunteer counseling services.
- Must continue to adhere to the NBCC *Code of Ethics*.
- Must continue to pay the annual maintenance fee for the NCC, as well as any specialty certification fees (e.g., CCMHC, NCSC, 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 *NBCC Visions*, NBCC’s official newsletter.
- May retain reduced practice status as long as they meet 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 *NBCC Visions*, NBCC’s official newsletter.
- May retain retired status as long as they meet 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 because of 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 they 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 *NBCC Visions*, NBCC’s official newsletter.

An NCC can also 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 new 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.**