

2008 APPLICATION



National Certified Counselor Credential
and the
**National Certified School
Counselor Credential**

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Individuals who successfully complete this NBCC combination certification process are entitled to use the designations NCC and NCSC.

Misrepresenting oneself as a National Certified Counselor or National Certified School Counselor is a violation of the NBCC Code of Ethics and will result in professional and legal sanctions.

NBCC reserves the right to notify licensure/certification boards and/or professional associations if any individual is in violation of this policy. Such violations may be published in the NBCC newsletter.

The National Board for Certified Counselors, Inc. (NBCC) values diversity.
There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation, or national origin.



**NATIONAL BOARD FOR
CERTIFIED COUNSELORS**

3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336-547-0607 * Fax: 336-547-0017
nbcc@nbcc.org * www.nbcc.org

Professional Counseling Through Certification

NBCC® is a registered trade and service mark of the National Board for Certified Counselors, Inc.

About NBCC

The National Board for Certified Counselors, Inc. (NBCC), an independent not-for-profit credentialing body, was incorporated in 1982 to establish and monitor a national certification system, to identify for professionals and the public those counselors who have voluntarily sought and obtained certification, and to maintain a register of those counselors. This process recognizes counselors who have met predetermined NBCC standards in their training, experience, and performance on the National Counselor Examination for Licensure and Certification (NCE), the most portable test in counseling. NBCC currently has more than 41,000 certified counselors to date. Forty-nine states, Puerto Rico, and the District of Columbia have adopted NBCC exams as part of their statutory credentialing processes.

Created by the American Counseling Association (ACA), NBCC is an independent credentialing body. NBCC focuses on promoting quality counseling through certification. In October 1985, NBCC became accredited by the National Commission for Certifying Agencies (NCCA). NCCA is an independent national regulatory organization that monitors the credentialing processes of its member agencies. Accreditation by the commission represents the foremost organizational recognition in national certification. NBCC's NCC and MAC credentials are NCCA accredited.

NBCC offers specialty certification in school counseling [the National Certified School Counselor (NCSC) credential], clinical mental health counseling [the Certified Clinical Mental Health Counselor (CCMHC) credential], and addictions counseling [the Master Addictions Counselor (MAC) credential]. The NCC credential is a prerequisite for the NCSC, CCMHC, and NBCC's MAC. For information on applying for the MAC or CCMHC credentials, visit NBCC's Web site at www.nbcc.org.

Benefits of National Certification

National certification can be a continuing source of pride and career enhancement for you as a counseling professional. Holding the NCC & NCSC credentials:

- Promotes professional accountability and visibility.
- May qualify in some states for school counselor salary supplementation.
- Ensures a national standard developed by counselors, not legislators.
- Provides improved marketing through NBCC's Registry and CounselorFind service on the NBCC Web site.
- Allows NCCs reduced rates on liability insurance sponsored by NBCC.
- Keeps NCCs/NCSCs in touch with current events in their profession through *The National Certified Counselor*, NBCC's newsletter.
- Furnishes NBCC backing to defend counselors' use of assessment instruments, through the support of the National Fair Access Coalition on Testing (FACT).

WARNING

This application is for the voluntary National Certified Counselor (NCC) credential & National Certified School Counselor (NCSC) credentials only. Neither credential is a license to practice. Do not use this application if you are seeking to apply for state licensure or if you are applying for state certification as a school counselor. For state licensure application, the only agency you should contact is your state-level licensing/credentialing board. For state certification as a school counselor, contact your state Department of Education.

About the NCC and NCSC Credentials

The NCC credential was developed by the American Counseling Association (ACA) in 1982. The National Certified School Counselor (NCSC) credential was originally created as a result of the joint efforts of the American Counseling Association (ACA), the American School Counselor Association (ASCA), and the National Board for Certified Counselors (NBCC). The NCSC specialty credential attests to the educational background, knowledge, skills, and competencies of the specialist in PreK-12 public or private school counseling.

The purposes of the National Certified School Counselor (NCSC) credential are to:

- Recognize the master’s-level PreK-12 school counselor practitioner who is part of a program that promotes and enhances the learning process;
- Promote the school counselor’s identity, visibility, and accountability on a national level;
- Identify to the counseling profession and to the public those counselors who have met national professional school counseling standards;
- Advance cooperation among school systems, professional organizations, and other credentialing and professional development agencies;
- Encourage the professional growth of school counselors.

Application Fees, Deadlines & Examination Dates

The combination NCC/NCSC application offers:

- *One application*, which means less paperwork for you to complete. Experience and supervision need only be documented one time.
- *Reduced application fee* - there is a discount for applying for both credentials at the same time.
- *One Examination* - combination applicants need to take only the National Certified School Counselor Examination (NCSCE) to obtain both the NCC and NCSC credentials. Please note: currently, no states use the NCSCE for state licensure purposes. If you want to obtain licensure to practice independently in your state, you will need to contact your state board regarding their examination requirements.

Application deadlines, fees, and their associated examination dates for 2006 are as follows:

April 12, 2008 Exam		October 18, 2008 Exam	
Application Postmark Deadline:	Fee:	Application Postmark Deadline:	Fee:
Dec 15, 2007	\$426	July 15, 2008	\$426

If you have graduated from a CACREP accredited School Counseling program, you may reduce your payment by \$50.

To check your program’s accreditation, please visit the CACREP directory online at www.cacrep.org/directory.html. In order to qualify for the discount, your exact degree track must have been a CACREP accredited school counseling track. **If NBCC has questions regarding the accreditation of your degree program, you are responsible for either paying the regular fee, or providing evidence of CACREP accreditation.**

All fees are non-refundable and non-transferable. NBCC holds applications open for a two-year period; during that time, every applicant has the opportunity to rectify any deficiencies.

Annual Maintenance Fee & Length of Certification

National Certified Counselors (NCCs) and National Certified School Counselors (NCSCs) are certified for a period of five years and receive a professional certificate for each credential. NCCs and NCSCs must adhere to the NBCC Code of Ethics and must pay the annual maintenance fee of \$60 (\$5 per month) for the NCC credential and \$30 (\$2.50 per month) for the NCSC. The first year's maintenance fee is waived for new certificants. The annual maintenance fee is a required fee and must be paid each year.

At the conclusion of the five-year cycle, NCC/NCSCs are required to be able to provide documentation of having completed 100 clock hours of counseling-related continuing education, 25 of which must be in the area of school counseling. As an alternative to continuing education, certificants may elect to re-certify by taking and passing the NCSCE again.

Overview of Certification Requirements for Options 1 and 2

Note: All references made in this application packet to schools or school counselors are to be understood as referring to either a PreK-12 public or private school setting, or to counselors working in such a PreK-12 public or private school setting.

Overview of Application Options

There are two NCC/NCSC application options available: Option 1 and Option 2.

The main difference between them is that Option 2 is for applicants who hold a state-level certification in school counseling, issued by the state department of education, while Option 1 is for applicants who do not hold such state-level certification.

Because Option 1 applicants are not certified in school counseling by their state, they are required to document *more specific educational requirements* than Option 2 applicants. Both Option 1 and Option 2 applicants must document *the same amount* of post-graduate counseling supervision and school counseling work experience. A colleague's endorsement form is required for either Option..

Option 1 (for counselors who ARE NOT state certified/licensed as a school counselor) must meet all of the following:

- You must hold an advanced degree (master's or higher) with a major study in counseling. Your degree must have been completed at a regionally accredited college or university. A list of regional accrediting agencies appears on page 8. Important: degrees in education (teaching), special education, or administration will not be accepted.
- You must have completed coursework in each of the nine required content areas listed on pages 5 and 13-14, plus at least 6 semester/10 quarter hours of academic credit in counseling field experience(s). You must be able to document that you earned at least 3 semester/5 quarter hours of credit in counseling field experience(s) in a school setting. All coursework must have been completed at a regionally accredited university.
- You must have accrued at least 3 academic years of post-graduate counseling supervision and work experience as a school counselor in a PreK-12 school setting. This must be complete before you submit your application

Option 2 (for counselors who ARE state certified/licensed as a school counselor) must meet all of the following:

- You must hold an advanced degree (master's or higher) with a major study in counseling or in a closely related mental health field. Your degree must have been completed at a regionally accredited college or university. More information about regional accrediting agencies appears on page 8.
- You must hold a school counselor credential issued by your state's department of education.
- You must have accrued at least 3 academic years of post-graduate counseling supervision and work experience as a school counselor in a PreK-12 school setting. This must be complete before you submit your application.

Details of Requirements

EDUCATIONAL REQUIREMENTS

Please be aware that post-master's certificates, certificates of advanced study, or non-degree coursework will not be accepted in lieu of an actual advanced degree with a major study in counseling. If you have only add-on coursework in counseling, but no degree in counseling, then you are not eligible to apply.

Required for Option 1 only

- A graduate degree with a major study in counseling, completed at a regionally accredited college or university. An advanced degree with "a major study in counseling" is defined as a master's degree or higher in which: more than half (but no less than 24 semester/36 quarter hours) of the degree credits must be in at least six different coursework content areas that NBCC requires; and the degree must include at least one supervised field experience in counseling. "Degree credits" are defined as credits earned within your degree program.
- 48 semester hours or 72 quarter hours of graduate-level coursework in counseling, all earned from a regionally accredited university, with at least one course in each of the following coursework areas: Human Growth and Development; Social and Cultural Foundations; Helping Relationships (Counseling Theories and Techniques); Group Work; Career and Lifestyle Development; Appraisal; Research and Program Evaluation; Professional Orientation to Counseling; and the Fundamentals of School Counseling. Each course must have earned a minimum of 2 semester or 3 quarter hours of graduate-level credit. See pages 13-14 for details regarding these content areas. NBCC reserves the right to require course descriptions or syllabi if the title of a class does not sufficiently describe course content.
- A total of 6 semester or 10 quarter hours of graduate-level academic credit in counseling field experience(s), taken at a regionally accredited university. You must be able to document that at least 3 semester or 5 quarter hours of credit in field experience was completed in a school counseling setting.

Required for Option 2

- A graduate degree with a major study in counseling or a closely related mental health field, completed at a regionally accredited college or university. Important: degrees in education (teaching), special education, or administration will not be accepted.

SCHOOL COUNSELING SUPERVISION REQUIREMENTS

Required for both Option 1 and Option 2

- Before completing this application, you must have accrued a minimum of 100 hours of post-masters counseling supervision over a period of 3 academic years of post-masters school counseling work experience.
- Counseling supervision is defined as the time you spend with another mental health professional, discussing matters such as: how to improve your counseling skills; questions you have regarding your clients; how to build an effective counseling relationship; and receiving general feedback about your counseling.
- Supervision accrued *prior to* the date your counseling degree was conferred cannot be counted.
- If you accrued 100 hours of post-graduate counseling supervision in less than 3 academic years, that is not sufficient for credentialing. Both the hourly and the time span requirements must be fulfilled.
- Your counseling supervisor must hold a master's degree or higher in one of the following fields: counseling, psychology, psychiatry, marriage and family therapy, or social work. Counseling supervisors with only degrees in administration or teaching are not acceptable.
- Your counseling supervisor does not have to be your direct supervisor.
- Your counseling supervisor does not have to be licensed. He/she cannot be related to you.
- One of your two endorsers--either your counseling supervisor or your professional colleague--must hold at least one of the following two credentials: either 1) the NCC credential, or 2) state certification as a school counselor.
- Your counseling supervisor must document your time span and hours of post-graduate counseling supervision on the Counseling Supervisor's Endorsement Form, which appears on page 15 of this application packet.
- The Counseling Supervisor's Endorsement Form must bear the **BLUE** ink signature of your counseling supervisor. Faxed or photocopied signatures are not acceptable.

Continued on page 6

COLLEAGUE ENDORSEMENT

Required for both Option 1 and Option 2

- An endorsement from a professional colleague is required. The colleague is asked to attest that he/she believes you are an ethical counselor.
- The colleague must be a different person from your counseling supervisor.
- Your colleague must hold a master's degree or higher in one of the following fields: counseling, psychology, psychiatry, marriage and family therapy, or social work.
- One of your two endorsers--either your counseling supervisor or your professional colleague--must hold at least one of the following two credentials: either 1) the NCC credential, or 2) state certification as a school counselor.
- The colleague must use the Professional Colleague's Endorsement Form, which appears on page 16 of this application packet. The form must bear your colleague's **BLUE** ink signature. Faxed or photocopied signatures will not be accepted.

SCHOOL COUNSELING EXPERIENCE REQUIREMENTS

Required for both Option 1 and Option 2

- Before completing this application, you must have accrued a minimum of 3 academic years of full-time post-graduate work experience as a school counselor (or 6 years half-time), including a minimum of 3,000 hours of work as a school counselor.
- Experience accrued *prior to* the date your counseling degree was conferred cannot be counted.
- The time span and hours of your post-graduate school counseling work experience must be documented using the Verification of Experience Form, which can be found on page 17 of this application packet.
- Your experience hours may be documented by either your counseling supervisor, or by a human resources representative. The person who completes the Verification of Experience Form on your behalf does not have to be licensed or hold any specific degree.
- The Verification of Experience Form must bear the **BLUE** ink signature of your counseling supervisor or human resources representative. NBCC will not accept a faxed or photocopied signature.
- Former school counselors with at least 3 years of post-masters school counseling experience who are now in supervisory or administrative positions are encouraged to apply.

EXAMINATION REQUIREMENT

Required for both Option 1 and Option 2: You must achieve a passing score on the National Certified School Counselor Examination (NCSCE). There is no exemption from this requirement.

About the NCSCE

The professional school counselor is required to make important decisions regarding the well-being of students and their family and community relations. The simulated problems on the National Certified School Counselor Examination (NCSCE) are designed to sample a broad area of competencies, not the recall of isolated facts. Therefore, the examination assesses problem-solving ability, including identifying, analyzing, and addressing students' issues.

Each simulated problem will be divided into 5-8 sections classified as either Information Gathering (IG) or Decision Making (DM). The exam will cover the following areas:

- I. School Counseling Program Delivery
- II. Assessment and Career Development
- III. Program Administration and Professional Development
- IV. Counseling Process, Concepts, and Applications
- V. Family-School Involvements

There is no study guide for the NCSC Exam. For more information on exam content and format, please see the "NCSCE Information Booklet" on NBCC's website at: <http://www.nbcc.org/ncsce>.

Re-Registration

If you either do not pass or do not sit for the exam on the date for which you are approved and registered, there will be a \$120 re-registration fee. All applications are held open for two years from the original test date for which you apply. You may take the exam a maximum of three times within a two-year period. If a passing score is not achieved on the third attempt, or if the two-year period has elapsed, then your credentialing application will close and you will need to re-apply.

Submitting Your Official Graduate Transcript

Required of both Option 1 and Option 2

- A sealed, official copy of your graduate transcript(s), showing an advanced degree (master's degree or higher) is required. Certificates of Advanced Study or non-degree coursework will not be accepted in lieu of an actual degree in counseling. **If your name has ever changed, be sure to list all other names on p. 11 of the application.**
- If you have taken relevant graduate-level coursework outside your degree that you wish us to review, you must also provide a sealed, official transcript for that coursework.
- If you'll be submitting your sealed graduate transcript separately from your application materials, please include a brief note with your application materials informing us that your transcript will arrive separately, and advise us of the date you ordered the transcript to be sent to NBCC.
- If submitting any transcript separately from your application materials, please arrange to have a sealed, official copy of your transcript(s) mailed to the following address. Note that it is a different address than where you will send your main application materials. NBCC's correspondence address for all matters other than payment of a fee is: NBCC Certification Department / 3 Terrace Way/ Greensboro, NC 27403-3660.
- Sending a transcript separately from your other application materials may slow the review of your application.

Counselor Educators

Counselor Educators may be eligible to apply without documenting the normally-required counseling supervision and school counseling work experience. Counselor Educators using this option must submit a colleague's endorsement form, a transcript, and meet the educational requirements of either Option 1 or Option 2, and must also pass the NCSCE.

To apply for the NCC/NCSC credentials as a counselor educator, you must also document 3 academic years of full-time employment in a school counselor preparatory program at a regionally accredited college or university. At least 50 percent of your assigned duties must involve training school counseling students and must include in-school supervision of school counseling students. Prior school counseling experience may be combined with current counselor education employment to meet the certification requirement.

To verify your experience, a letter from the department head of the graduate program in which you teach will be accepted instead of the supervision and experience verification forms.

Regional Accrediting Bodies

All applicants for credentialing must hold an advanced degree (master's or higher) that was completed at a college or university accredited by one of the United States Department of Education's Regional Institutional Accrediting Agencies. If the university from which you earned your advanced degree and coursework was not accredited by one of these six agencies at the time you earned your degree, then you are not eligible to apply.

There are six regional accrediting bodies in the USA: the Middle States Association of Colleges and Schools; New England Association of Schools and Colleges; North Central Association of Colleges and Schools; Northwest Association of Schools and of Colleges and Universities; Southern Association of Colleges and Schools; and Western Association of Schools and Colleges.

If the university from which you earned your advanced degree and coursework was not accredited by one of these six agencies at the time you earned your degree, then you are not eligible to apply. To check if your university is regionally accredited, please go to www.chea.org/directories/regional.asp, or verify with your university's registrar's office.

Ethics Attestation

All applicants for NBCC credentials must read and understand the NBCC Code of Ethics. You may download the Code at www.nbcc.org and go to the "Ethics" section. It is your responsibility to read the NBCC Code of Ethics before signing and sending your application. Keep a copy of the Code of Ethics for reference, as you must abide by it.

Regarding page 12 of the application packet, question 15 "Ethics Certification and Attestation" on the NCSC application, please mark the appropriate box for all questions. If you answer "no" to any question(s), please provide a full explanation and, if applicable, final decree. Enclose the explanation in a sealed envelope with "Ethics" written prominently across the front and include the envelope with your application materials. Read the "Certification of Accuracy, Agreement, and Release Authorization" carefully. Sign your legal name and date in ink. Be advised that your signature on this document and your submission of this application constitutes your agreement with the "Certification of Accuracy, Agreement, and Release Authorization."

About the Application Process

WHAT YOU NEED TO DO PRIOR TO SENDING YOUR APPLICATION

1. Before you submit your application and documentation, make copies of all of your documents (except sealed transcript). All materials become the property of NBCC® upon receipt. Copies are not released back to the applicant or to a third party.
2. Make sure all documents are completely filled out, and signed and dated where applicable. Ink signatures are required on the application and all forms.
3. Applications may NOT be submitted via fax. Send your application and payment to:
Certification Dept, NBCC / PO Box 77699 / Greensboro, NC 27417-7699.

Keep this packet for reference.

WHAT HAPPENS TO YOUR APPLICATION AFTER IT REACHES NBCC

1. When your application arrives, your payment is processed and your application information is entered into the Certification Database.
2. Your application is then forwarded to the Certification Department, where your application file is set up. NBCC will send you a form letter confirming receipt of your application and giving you a way to check your application status online.
3. Your application then takes a place in line to be reviewed. Applications are reviewed in the order in which they are received. Under normal circumstances, **it will take 6 to 8 weeks for your application to be reviewed.**
4. After your application has been reviewed, you will be notified in writing of the results via a letter or postcard. If your application is approved, you will be registered for the National Certified School Counselor Examination (NCSCE).

Please do not call to ask about the status of your application unless your payment has not cleared after three weeks.

If you check “No” to any Ethics question on page 12, the review process will take longer.

If you haven't received correspondence regarding your application status after nine weeks (PLEASE MARK THE DATE ON A CALENDAR), contact NBCC's Certification Department via email or fax. The email address is certification@nbcc.org. The fax number is (336) 547 - 0017.

Information and Assistance

www.nbcc.org - Details about your specific review will be available on the web via a link called “myNBCC.” After your application has been received by NBCC's Certification Department, you will be sent a “myNBCC” userID and password. You can also find information relevant to the certification process online. We encourage you to visit NBCC's website *before* you submit this application for the NCC/NCSC credentials. If you require personal assistance, you may contact us by e-mail, phone, fax, or postal mail. NBCC's mailing address for correspondence is 3 Terrace Way/ Greensboro, NC, 27403-3660. FAX: 336-547-0017.

Documentation Checklist

You must submit all documentation indicated in the checklist below under the Application Option of your choice.

You must include this page with your application.

Option 1: This option is for applicants who do not hold state board of education school counselor certification (or licensure).

- Documentation Checklist (p. 9)
- NCC/NCSC Application (pp. 11-12)
- Official Graduate Transcript. *Your transcript must arrive still sealed in its own envelope, and it must show your advanced degree in counseling conferred.*
- Coursework Requirement Form (pp. 13-14)
- Counseling Supervisor's Endorsement Form (Form on p. 15, Minimum requirements on p. 5)
- Professional Colleague's Endorsement Form (p. 16) *Either your supervisor or your colleague must hold the NCC or hold a state credential in school counseling. Your supervisor and your colleague must be different people.*
- Verification of Experience Form (Form on p. 17, Minimum requirements on p. 5)
- Professional Practice Statement (p. 18)
- Special Examination Accommodations Request, if necessary (p. 19)
- Payment Voucher (p. 20)

Option 2: This option is for applicants who hold state board of education school counselor certification (or licensure).

- Documentation Checklist (p. 9)
- NCC/NCSC Application (pp. 11-12)
- Official Graduate Transcript. *Your transcript must arrive still sealed in its own envelope, and it must show your advanced degree in counseling or mental health field conferred.*
- A copy of your school counselor credential issued by your state's department of education
- Counseling Supervisor's Endorsement Form (Form on p. 15, Minimum requirements on p. 5)
- Professional Colleague's Endorsement Form (p. 16). *Either your supervisor or your colleague must hold the NCC or hold a state credential in school counseling. Your supervisor and your colleague must be different people.*
- Verification of Experience Form (Form on p. 17, Minimum requirements on p. 5)
- Professional Practice Statement (p. 18)
- Special Examination Accommodations Request, if necessary (p. 19)
- Payment Voucher (p. 20)



nbcc

NCC/NCSC
PLEASE PRINT IN INK OR TYPE

This form may not be faxed.

IMPORTANT:

Fill in all information completely. Provide your legal name

NBCC board policy prohibits placing degrees or titles on the certificate.

Mail application, transcript, and other documents along with payment to:

Certification Dept.
NBCC
PO Box 77699
Greensboro, NC
27417-7699

FOR OFFICE USE ONLY

REF.#1: _____
BATCH #1: _____
DATE: _____
AMOUNT: _____

1. First name/MI:

Last name:

Previous names. Please attach a separate sheet if necessary:

2. Social Security Number (Optional):

3. Street Address:

City/State/Zip/Country:

4. Home Phone:

Fax:

Please attach a business card or a separate sheet of paper with your business address, phone, and fax.

5. Email:

6. Gender M F

7. Date of Birth (MM/DD/YY):

8. Ethnic origin (optional, used for statistical purposes only):

African American American Indian Asian White Hispanic/Latino Native Hawaiian Other

9. Education/Training (You must have completed your degree before submitting this application):

Master's Degrees Earned:

Degree	Month/Year	Institution Name & City/State	Major

Post-Master's Degrees Earned:

Degree	Month/Year	Institution Name & City/State	Major

10. Preferred exam date: Apr 12, 2008 Oct 18, 2008

11. Preferred exam location: Site #: Location: _____
See page 21 for exam sites.

APPLICATION CONTINUED ON NEXT PAGE

NCC/NCSC Application - Page 2

12. *Special Accommodations:*

Check this box if you are requesting SPECIAL EXAMINATION ACCOMMODATIONS.
 Include the Special Accommodations Request form (page 19) and supporting documentation with your application.

13. *Professional Credentials and Associations*

List all professional and occupational licenses, certifications, registrations, or other credentials that you hold. Include state, number, and other identifying information. Attach a separate sheet if necessary.

14. *Have you previously applied for the National Certified Counselor (NCC) credential?* yes no

If you answered yes, what is your 5-digit NBCC ID number (also known as a certification number)?

15. *Ethics Certification and Attestation (You must respond to each statement):*

- | | | | | |
|--|--------------------------|-----|--------------------------|----|
| 1. I agree to give the NBCC notice of any home or business address change within sixty (60) days and in writing. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. I understand and agree that I am obligated to report any changes concerning my responses to this application to the NBCC within sixty (60) days and in writing. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. I agree to act and conduct my counseling practice in accordance with the current NBCC Code of Ethics and NBCC policies, and as they may be amended or revised. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. I have specifically identified to the NBCC all professional and occupational licenses, certifications, registrations, or other credentials that I hold, and all professional and occupational organizations, associations and groups to which I belong or in which I am a member. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. My past record is free of any professional or occupational credentialing investigation(s), disciplinary matter(s), or proceeding(s). | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. My past record is free of indictments or proceedings of criminal or lesser offenses. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 7. I understand that any intentional or unintentional failure to provide true and complete responses to this application may result in sanctions by the NBCC. | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

*** NOTE: If you answered "no" to any of the seven questions above, provide a full explanation on a separate sheet and, if applicable, the final decree. Place these items in a sealed envelope marked "ETHICS" and include with your application.**

16. *Certification of Accuracy, Agreement, and Release Authorization:*

By signing this document, I hereby certify that the information provided in this application is true, accurate and complete to the best of my knowledge and belief. I understand and agree that the NBCC has the right to contact any person, government agency or entity, or organization to review or confirm any information provided in this application. I further agree to authorize the release of any information requested by the NBCC with respect to the review of this application. I further understand and agree that the NBCC has the right to notify pertinent credentialing and professional organizations if it is determined that this application contains false information.

I understand and agree that any certification granted to me by the NBCC does not, in and of itself, imply or specify licensure or registration to practice counseling for a fee or otherwise. I further understand that if I am granted certification by the NBCC and practice counseling, I do so at my own risk. I hereby release the NBCC from any and all liability and claims that may arise from any and all counseling activity in private practice or otherwise.

I understand and agree that NBCC certification and recertification depend upon my fulfillment of all required criteria and obligations including compliance with the NBCC Code of Ethics. I further agree to fully inform the NBCC within sixty (60) days if I become the subject of any ethics, disciplinary, criminal, or lesser offenses, complaints, or charges.

Upon certification, I understand and agree that professional and certification data is considered public information and will be made available in response to consumer/client inquiries. I further agree that, for research and statistical purposes only, data resulting from my participation in the NBCC certification process may be used in an anonymous/unidentifiable manner. I understand that all material becomes the property of NBCC upon receipt and that neither originals nor photocopies will be returned to me.

In the event that my NBCC certification is suspended or revoked, I agree to comply with all directives or orders of the Ethics Department and the NBCC Board of Directors, including the return of all NBCC credentialing documents. I agree to comply with such directives and orders in a timely manner and at my own expense.

Sign your legal name in BLUE ink. Be advised that your signature on this document constitutes your agreement with the above statements.

Applicant's Signature

Date

COURSEWORK REQUIREMENT FORM

Applicant's Name: _____

To apply for certification under Option 1, you must have completed: a master's degree or higher with a major study in counseling; 48 semester or 72 quarter hours of graduate counseling coursework; and have taken a separate course for graduate-level credit in each of the coursework areas listed below. To fulfill a content area, each course must have earned at least 2 semester hours or 3 quarter hours of graduate-level credit. Counseling field experience(s) must total 6 semester or 10 quarter hours of graduate-level credit. All coursework must have been completed at a regionally accredited college or university. List your courses corresponding to the given content areas. To speed processing time, attach a course description or syllabus if the name of a class does not clearly reflect course content.

Content Area	Date	Course Code	Course Title	Credit Hrs.
<p>1. Human Growth and Development <i>includes studies that provide an understanding of the nature and needs of individuals at all developmental levels. Studies in this area include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> a. Theories of individual and family development and transitions across the lifespan; 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 <i>includes studies that provide an understanding of issues and trends in a multicultural and diverse society. Studies in this area include, but are not limited to, the following:</i></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 such factors 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 <i>includes studies that provide an understanding of counseling and consultation processes. Studies in this area include, but are not limited to, the following:</i></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; e. Ethical considerations. 				
<p>4. Group Work <i>includes studies that provide an understanding of group development, dynamics and counseling theories; group counseling methods and skills; and other group work approaches. Studies in this area include, but are not limited to, the following:</i></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. 				

Coursework Requirement Form (continued)

Content Area	Date	Course Code	Course Title	Credit Hrs.
<p>5. Career & Lifestyle Development <i>includes studies that provide an understanding of career development and related life factors. Studies in this area include, but are not limited to, the following:</i></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. Appraisal <i>includes studies that provide an understanding of individual and group approaches to assessment and evaluation. Studies in this area include, but are not limited to, the following:</i></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 culture 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 in appraisal. 				
<p>7. Research and Program Evaluation <i>includes studies that provide an understanding of types of research methods, basic statistics, and ethical and legal consideration in research. Studies in this area include, but are not limited to, the following:</i></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 in research. 				
<p>8. Professional Orientation to Counseling <i>includes studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing. Studies in this area include, but are not limited to, the following:</i></p> <ul style="list-style-type: none"> a. History of the helping profession including significant factors and events; b. Professional roles and functions 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 the ACA and related entities, ethical and legal issues, and their applications to various professional activities (e.g. appraisal, group work); e. Professional preparation standards, their evolution, and current applications; f. Professional credentialing including 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>9. Fundamentals of School Counseling <i>includes organization of the delivery systems used by school counselors, group activities, counseling, testing programs, and the management of school counseling services,. Student services such as educational programming, pre-college counseling, career development, testing and social and emotional counseling are part of the study.</i></p>				
<p>10. Field Experience (total of 6 semester/10 quarter hours required) <i>includes studies that provide supervised counseling experience in an appropriate work setting, and taken through a regionally-accredited institution. At least 3 semester/5 quarter hours of your academic credit in field experience must have been earned in a school setting.</i></p>				



COUNSELING SUPERVISOR'S ENDORSEMENT FORM

NCC/NCSC
PHOTOCOPY THIS FORM AS NEEDED

Applicant's Name: _____

Endorsers must hold **an advanced degree (master's or higher)** in either: counseling, psychology, psychiatry, social work, or marriage & family therapy. Degrees in education, curriculum, and administration are not accepted. If you do not meet these criteria, please return this form to the applicant so that he or she may ask someone else to complete this endorsement. The endorser is to complete all sections below. If a correction is necessary, do not use white-out. Mark through the incorrect information, write the correction above it, and initial the change. **NOTE:** Either your counseling supervisor or your professional colleague must hold either the NCC credential or their state certification or licensure as a school counselor.

To the supervisor: All sections of this form must be completed.

To the National Board for Certified Counselors:

I hereby state that I have been professionally acquainted with the above named applicant and am not related to this applicant. To the best of my knowledge and belief, this applicant is of good standing in the profession, is of good moral character, and has demonstrated effective school counseling skills while under my supervision. I hereby endorse this applicant to become a National Certified Counselor and a National Certified School Counselor.

Signature of Supervisor (BLUE ink required)

Date

Supervisor's Name (please print)

Position Title

Business Address

Degree/Major (eg: "MA - Counseling")

City/State/ Zip Code

Telephone with Area Code

Profession

Professional Certification or License (see **NOTE** above)

State or Certifying Organization (see **NOTE** above)

I verify that this applicant for certification has met with me for _____ hours of supervision regarding his/her school counseling cases from _____ (mm/yy) to _____ (mm/yy).

Applicant's Position

Name of Agency/Institution

Feel free to offer other comments on the back of this sheet if necessary.
After you complete this form, please return it to the applicant.



NCC/NCSC
PHOTOCOPY THIS FORM AS NEEDED

PROFESSIONAL COLLEAGUE'S ENDORSEMENT FORM

Applicant's Name: _____

All endorsers must hold **an advanced degree (master's or higher)** in either: counseling, psychology, psychiatry, social work, or marriage & family therapy. Degrees in education, curriculum, and administration are not accepted. If you do not meet these criteria, please return this form to the applicant so that he or she may ask someone else to complete this endorsement. **NOTE:** Either your counseling supervisor or your professional colleague must hold either the NCC credential or their state certification or licensure as a school counselor.

To the colleague: All sections of this form must be completed.

To the National Board for Certified Counselors:

I hereby state that I am professionally acquainted with the above named applicant and am not related to this applicant. To the best of my knowledge and belief, this applicant is of good standing in the profession and is of good moral character. I hereby endorse this applicant to become a National Certified Counselor and a National Certified School Counselor.

Signature of Colleague (BLUE ink required)

Date

Colleague's Name (please print)

Position Title

Business Address

Degree/Major (eg: "MA - Counseling")

City/State/ Zip Code

Telephone with area code

Profession

Professional Certification or License (see **NOTE** above)

State or Certifying Organization (see **NOTE** above)

Feel free to offer other comments on the back of this sheet if necessary.
After you complete this form, please return it to the applicant.



NCC/NCSC
PHOTOCOPY THIS FORM AS NEEDED

VERIFICATION OF EXPERIENCE FORM

Applicant's Name: _____

I am applying to the National Board for Certified Counselors, Inc. for both the National Certified Counselor (NCC) and National Certified School Counselor (NCSC) credentials. **I am required to provide documentation of three years of full-time counseling experience, or six years of half-time school counseling experience including at least 3000 hours of work in a school counseling position after the date my counseling master's degree was confirmed.** Please complete the information below and return the form to me. My application cannot be processed without this form.

Applicant's Signature

Date

INFORMATION BELOW TO BE COMPLETED BY THE PERSON VERIFYING THE APPLICANT'S WORK EXPERIENCE.

I verify that the individual named above worked as a school counselor from _____ (mm/yy) to _____ (mm/yy).

I verify that the applicant spent _____ hours per week working as a school counselor.

I verify that the applicant has spent ____ **total** hours working in a school counseling position.

1. Verifier's Name _____
2. Verifier's Degree (optional) _____
3. Verifier's Certified/Licensed by (optional) _____
4. Verifier's Title _____
5. Verifier's Agency/Institution/School _____
6. Address _____
7. City/State/Zip Code _____
8. Telephone _____ / _____ - _____ Ext _____
9. School and school district where applicant worked _____

Signature (BLUE ink required) of person verifying experience

Date

After you complete this form, please return it to the applicant.

PROFESSIONAL PRACTICE STATEMENT

As part of the NCSC application process, please compose a Professional Practice Statement by providing a brief but complete and thoughtful response to the four questions below. While not assessed or scored, this will allow you to reflect on specific aspects of the school counseling profession. This statement will also provide ongoing descriptions of school counseling practice that will be compiled and researched to create a current assessment of national norms. Your responses must be typed or clearly printed. Each page should include your name.

1. Explain the reason you became a school counselor and your personal philosophy of school counseling.
2. Describe how you incorporate your personal philosophy of school counseling into daily practice.
3. Describe how you use nationally recognized standards for school counseling programs.
4. Describe how you evaluate your effectiveness as it relates to student success in academic, career, or personal/social development.



Use this form if you are requesting a special accommodation for the examination.
 All requests are reviewed individually and are subject to NBCC® approval.

SPECIAL EXAMINATION ACCOMMODATIONS REQUEST

Applicant's Name: _____

There is no extra charge for these arrangements.

Candidates With Disabilities

Please identify the nature of your disability. (Attach documentation to include diagnosis by a qualified professional.) Please specify the special accommodations and/or arrangements you will need to complete the NCSCE.

I certify that the above information is correct.

Applicant's Signature

Date

Candidates for Whom English is a Second Language

I request extended time for the NCSCE because English is not my native language.

Applicant's Signature

Date

Request for Special Exam Date

I have attached a letter from a clergyperson verifying that I cannot participate in the examination on Saturday for religious reasons. Please contact me to arrange a special administration of the NCSCE on the Friday immediately preceding or the Monday immediately following the scheduled administration date.

Applicant's Signature

Date

Request for International Exam Location

Please contact me to arrange for testing at an international location.



Payment Voucher for the NCC and NCSC Credential

(This page must be included with your application.)

Applicant's Name: _____

April 12, 2008 NCSCE

Application Postmark Deadline:
December 15, 2007

Please remit:
\$426

October 18, 2008 NCSCE

Application Postmark Deadline:
July 15, 2008

Please remit:
\$426

Please note that all fees are non-refundable and non-transferable.

NBCC holds applications open for a two-year period; during that time, every applicant has the opportunity to rectify any deficiencies and pass the required examination.

Please make checks or money orders payable to NBCC.

Mail application packet & payment to:

NBCC Certification Department

PO Box 77699

Greensboro, NC 27417-7699

Be sure to make copies of all your forms (except the sealed transcript) before mailing your application. NBCC will not return any forms to you or anyone else once your application has been submitted.

METHOD OF PAYMENT FOR THE NCC/NCSC APPLICATION FEE

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: _____

Acct. #: _____ Exp. Date: _____ / _____

Verification Code Numbers (from Back of Card): _____

Cardholder Signature: _____ Date: _____

Daytime phone: _____ Evening phone: _____

Exam Sites for the 2008 Administration of the NCSCE

April 12, 2008

State	City	Site #
Alabama	Birmingham	0121
Alaska	Anchorage	0201
Arizona	Tempe	0311
	Tucson	0321
Arkansas	Jonesboro	0411
California	Los Angeles	0501
	Sacramento	0521
Colorado	Denver	0601
	Grand Junction	0611
	Pueblo	0621
Connecticut	Hartford	0701
Delaware	Dover	0801
Florida	Tallahassee	0931
	New Port Richey	0941
Georgia	Macon	1011
Hawaii	Honolulu	1101
Idaho	Caldwell	1201
Illinois	Matoon	1301
	Chicago	1311
Indiana	Indianapolis	1401
Iowa	Des Moines	1501
Kansas	Emporia	1601
Kentucky	Lexington	1711
Louisiana	New Orleans	1811
	Shreveport	1831
Maine	Portland	1901
Maryland	Baltimore	2001
Massachusetts	Springfield	2111
Michigan	East Lansing	2201
Minnesota	St. Paul	2311
Mississippi	Jackson	2401
Missouri	St. Louis	2511
	Springfield	2521
Montana	Bozeman	2601
Nebraska	Omaha	2711
Nevada	Reno	2811
New Hampshire	Manchester	2901
New Jersey	Edison	3001
New Mexico	Albuquerque	3101
New York	New York City	3211
	Rochester	3221
North Carolina	Greensboro	3321
	Wilmington	3331
North Dakota	Bismarck	3401
Ohio	Columbus	3501
Oklahoma	Norman	3601
Oregon	Ashland	3701
	Portland	3731
Pennsylvania	Pittsburgh	3821
	Scranton	3831

Rhode Island	Kingston	3901
South Carolina	Columbia	4001
South Dakota	Rapid City	4111
Tennessee	Knoxville	4211
	Nashville	4231
Texas	Houston	4311
	Lubbock	4321
Utah	Cedar City	4401
Vermont	Burlington	4501
Virginia	Charlottesville	4601
Washington	Seattle	4701
	Cheney	4711
West Virginia	South Charleston	4801
Wisconsin	Oshkosh	4911
Wyoming	Laramie	5011
Washington, DC		5101
Puerto Rico	San Juan	5211
International		5301
Vermont	Burlington	4502
Virginia	Williamsburg	4612
Washington	Seattle	4702
	Cheney	4712
	Vancouver	4722
West Virginia	Morgantown	4812
Wisconsin	Milwaukee	4902
Wyoming	Casper	5002
Washington, DC		5102
Puerto Rico	Ponce	5202
International		5302

October 18, 2008

State	City	Site #
Alabama	Birmingham	0122
Alaska	Fairbanks	0212
Arizona	Flagstaff	0302
	Tempe	0312
Arkansas	Conway	0402
California	San Francisco	0512
	San Diego	0532
Colorado	Denver	0602
	Grand Junction	0612
	Pueblo	0622
Connecticut	Hartford	0702
Delaware	Dover	0802
Florida	Ft. Lauderdale	0902
	Gainesville	0912
Georgia	Atlanta	1002
Hawaii	Honolulu	1102
Idaho	Pocatello	1212
Illinois	Chicago	1312
	Springfield	1322

Indiana	South Bend	1412
Iowa	Des Moines	1502
Kansas	Wichita	1612
Kentucky	Bowling Green	1702
Louisiana	Baton Rouge	1802
	Monroe	1822
Maine	Portland	1902
Maryland	Baltimore	2002
Massachusetts	Boston	2102
Michigan	Rochester	2212
Minnesota	Duluth	2302
Mississippi	Mississippi State	2412
Missouri	Kansas City	2502
	St. Louis	2512
Montana	Helena	2612
Nebraska	Kearney	2702
Nevada	Las Vegas	2802
New Hampshire	Manchester	2902
New Jersey	Trenton	3012
New Mexico	Las Cruces	3112
New York	Albany	3202
	New York City	3212
	Syracuse	3232
North Carolina	Charlotte	3312
	Greensboro	3322
North Dakota	Fargo	3412
Ohio	Columbus	3502
Oklahoma	Tahlequah	3612
Oregon	Eugene	3712
	LaGrande	3722
Pennsylvania	Erie	3802
	Harrisburg	3812
Rhode Island	Kingston	3902
South Carolina	Columbia	4002
South Dakota	Brookings	4102
Tennessee	Chattanooga	4202
	Memphis	4222
Texas	Dallas	4302
	San Antonio	4332
Utah	Salt Lake City	4412
Vermont	Burlington	4502
Virginia	Williamsburg	4612
Washington	Seattle	4702
	Cheney	4712
	Vancouver	4722
West Virginia	Morgantown	4812
Wisconsin	Milwaukee	4902
Wyoming	Casper	5002
Washington, DC		5102
Puerto Rico	Ponce	5202
International		5302