



# Application to Participate in the NBCC GSA-NCC\* Program

## University Contact Information

University Name: \_\_\_\_\_

Please print the contact information for your university below.

### Campus Coordinator

Name:

Title:

Department:

Address:

Phone Number:

Fax Number:

Email:

### Department Chair

Name:

Title:

Department:

Address:

Phone Number:

Fax Number:

Email:

### Secondary Contact

Name:

Title:

Department:

Address:

Phone Number:

Fax Number:

Email:

## Graduate Programs Offered

Please list below all graduate degrees for which you plan to submit GSA-NCC applications.

	Degrees	Programs/Tracks	CACREP? Y/N	Sem/Qtr Hours Required
A)	<i>sample</i>			
	MA Counseling Psychology	Community Counseling	Y	60 sem hours
		School Counseling	N	48 sem hours
B)				
C)				
D)				

\*Graduate Student Application for the National Certified Counselor (GSA-NCC) Credential

## Supporting Documentation

Please submit the following information for each program listed in the table:

- A. Curriculum sheets and information from the current graduate catalog that pertains to each program/track;
- B. A completed Verification of Coursework Form for each program/track to illustrate what classes students will take to meet NBCC's coursework requirements; and
- C. Departmental course descriptions from the current graduate catalog.

## Eligibility Requirements

To be eligible to participate in the GSA-NCC program, you must be able to demonstrate that each student from your program(s) will meet NBCC's educational requirements prior to graduation. Specifically, to apply using a graduate student application, each student must meet the following standards:

- They must be enrolled in a counseling track in a master's or doctoral program. A student can use the student application only if they are a degree-seeking student. A student is not eligible to apply if they are only enrolled in a certificate program.
- Prior to graduation, they must take classes to meet each NBCC coursework area as listed on the enclosed Verification of Coursework Form. Before submitting a GSA-NCC application, it is important the student be well-advanced in their program, as this may affect their performance on the exam.
- Prior to graduation, they must complete at least 48 semester hours/72 quarter hours of graduate-level coursework in counseling.

### Recent Graduates:

Students who have already graduated from a degree program at your university may apply using a student application, but they must have graduated no more than six months prior to the exam date for which they are applying. NBCC gives the examination twice each year: once in April and once in October. So, if a graduate is applying for an October examination, he/she can apply only if they graduated no earlier than April of that same year. For an April examination, a graduate can apply as long as they graduated no earlier than October of the previous year. Prior to applying, graduates must also have taken classes to meet all NBCC coursework areas, including field experience, and must have completed at least 48 semester/72 quarter hours of graduate-level counseling coursework.

Alumni who graduated outside of the aforementioned eligibility timeframe can be directed to the non-student NCC application. The non-student application can be downloaded at [www.nbcc.org](http://www.nbcc.org). Alumni using the non-student application may request to sit for the NCE with students at your university. Should one of your alumni make such a request, NBCC will notify you in writing.

# VERIFICATION OF COURSEWORK FORM

To be eligible for the GSA-NCC, students must take a graduate course in each of the following areas. Each content area must be met with no fewer than 2 semester/3 quarter hours of graduate credit. In the space provided beside each content area, please list the courses your students are required to take that will fulfill each coursework area. Please keep a copy of these pages for your records.

College/University: \_\_\_\_\_

Degree and Track: \_\_\_\_\_

Content Area	Course Requirement
<p><b>1. Human Growth and Development</b> 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:</p> <ul style="list-style-type: none"> <li>a. Theories of individual and family development and transitions across the life-span;</li> <li>b. Theories of learning and personality development;</li> <li>c. Human behavior, including an understanding of developmental crises, disability, addictive behavior, psychopathology, and environmental factors as they affect both normal and abnormal behavior;</li> <li>d. Strategies for facilitating development over the life-span; and</li> <li>e. Ethical considerations.</li> </ul>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>2. Social and Cultural Foundations</b> 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:</p> <ul style="list-style-type: none"> <li>a. Multicultural and pluralistic trends, including characteristics and concerns of diverse groups;</li> <li>b. Attitudes and behavior based on such factors as age, race, religious preference, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status, and intellectual ability;</li> <li>c. Individual, family, and group strategies with diverse populations; and</li> <li>d. Ethical considerations.</li> </ul>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>3. Helping Relationships</b> Includes studies that provide an understanding of counseling and consultation processes. Studies in this area include, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>a. Counseling and consultation theories, including both individual and systems perspectives, as well as coverage of relevant research and factors considered in applications;</li> <li>b. Basic interviewing, assessment, and counseling skills;</li> <li>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; and</li> <li>d. Ethical considerations.</li> </ul>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>4. Group Work</b> 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:</p> <ul style="list-style-type: none"> <li>a. Principles of group dynamics, including group process components, developmental stage theories, and group members' roles and behaviors;</li> <li>b. Group leadership styles and approaches, including characteristics of various types of group leaders and leadership styles;</li> <li>c. Theories of group counseling, including commonalities, distinguishing characteristics, and pertinent research and literature;</li> <li>d. Group counseling methods, including group counselor orientations and behaviors, ethical standards, appropriate selection criteria, and methods of evaluation of effectiveness;</li> <li>e. Approaches used for other types of group work, including task groups, prevention groups, support groups, and therapy groups; and</li> <li>f. Ethical considerations.</li> </ul>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>

<p><b>5. Career and Lifestyle Development</b> 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:</p> <ol style="list-style-type: none"> <li>Career development theories and decision-making models;</li> <li>Career, avocational, educational, and labor market information resources, visual and print media, and computer-based career information systems;</li> <li>Career development program planning, organization, implementation, administration, and evaluation;</li> <li>Interrelationships among work, family, and other life roles and factors including multicultural and gender issues as related to career development;</li> <li>Career and educational placement, follow-up, and evaluation;</li> <li>Assessment instruments and techniques relevant to career planning and decision-making;</li> <li>Computer-based career development applications and strategies, including computer-assisted career guidance systems;</li> <li>Career counseling processes, techniques, and resources, including those applicable to specific populations; and</li> <li>Ethical considerations.</li> </ol>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>6. Appraisal</b> 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:</p> <ol style="list-style-type: none"> <li>Theoretical and historical bases for assessment techniques;</li> <li>Validity, including evidence for establishing content, construct, and empirical validity;</li> <li>Reliability, including methods of establishing stability, internal, and equivalence reliability;</li> <li>Appraisal methods, including environmental assessment, performance assessment, individual and group test and inventory methods, behavioral observations, and computer-managed and computer-assisted methods;</li> <li>Psychometric statistics, including types of assessment scores, measures of central tendency, indices of variability, standard errors, and correlations;</li> <li>Age, gender, ethnicity, language, disability, and culture factors related to the assessment and evaluation of individuals and groups;</li> <li>Strategies for selecting, administering, interpreting, and using assessment and evaluation instruments and techniques in counseling; and</li> <li>Ethical consideration in appraisal.</li> </ol>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>7. Research and Program Evaluation</b> 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:</p> <ol style="list-style-type: none"> <li>Basic types of research methods to include qualitative and quantitative research designs;</li> <li>Basic parametric and nonparametric statistics;</li> <li>Principles, practices, and applications of needs assessments and program evaluation;</li> <li>Uses of computers for data management and analysis; and</li> <li>Ethical and legal considerations in research.</li> </ol>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>8. Professional Orientation to Counseling</b> 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:</p> <ol style="list-style-type: none"> <li>History of the helping profession, including significant factors and events;</li> <li>Professional roles and functions, including similarities and differences with other types of professionals;</li> <li>Professional organizations, primarily ACA, its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphases;</li> <li>Ethical standards of the ACA and related entities, ethical and legal issues, and their applications to various professional activities (e.g. appraisal, group work);</li> <li>Professional preparation standards, their evolution, and current applications;</li> <li>Professional credentialing, including certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; and</li> <li>Public policy processes, including the role of the professional counselor in advocating on behalf of the profession and its clientele.</li> </ol>	<p>Credit Hours _____</p> <p>Course Code _____</p> <p>Course Title _____</p> <p>_____</p>
<p><b>9. Counseling Field Experience</b> Includes studies that provide supervised counseling experiences in any appropriate work setting. Students must complete at least 6 semester/10 quarter hours of graduate credit in counseling field experience.</p>	<p>Credit Hours _____</p> <p>Course Code _____</p>