

## If you graduated from a CACREP-accredited program:

To complete your NCC certification, you must submit an official, sealed transcript showing your degree conferral date. Either mail your transcript to NBCC Certification Department, 3 Terrace Way, Greensboro, NC 27403-3660 or have it sent to [certification@nbcc.org](mailto:certification@nbcc.org) if using a secure transmission service.

Once your transcript has been approved, you will be certified as an NCC and your certificate will be mailed to you.

After your transcript has been verified, you can also have your scores sent to third parties, such as state licensure boards. Score verification is available through the ProCounselor online store.

## If you graduated from a regionally accredited institution:

To complete your NCC certification, you will need to submit an official, sealed transcript showing your degree conferral date. Either mail your transcript to NBCC Certification Department, 3 Terrace Way, Greensboro, NC 27403-3660 or have it sent to [certification@nbcc.org](mailto:certification@nbcc.org) if using a secure transmission service. Once your transcript has been approved, you can have your scores sent to third parties, such as state licensure boards. Score verification is available through the ProCounselor online store.

You will also need to complete one of the following post-master's experience and supervision requirements:

- 3,000 hours of counseling work experience and 100 hours of supervision spanning at least 24 months from the date your degree is conferred; or
- Documentation of a full and current license from a state professional counselor licensure board; or
- An official, sealed transcript documenting conferral of a Ph.D. or Ed.D. in counseling.

Once all of your documentation is approved, you will be certified as an NCC and receive your certificate by mail.

## To maintain your NCC certification, you must:

- Pay the annual certification maintenance fee.
- Complete 100 clock hours of continuing education every five years.
- Continue to comply with the NBCC *Code of Ethics* ([www.nbcc.org/ethics](http://www.nbcc.org/ethics)).

Applicants and certificants are required to disclose in writing any criminal offense, legal action, complaint, disciplinary review, employment termination, or probation, dismissal, or removal from a graduate program within 60 days of becoming aware of the charge. *Note:* You do not need to disclose traffic charges unless they involve drugs or alcohol or injury to person or property. For more information, please visit [www.nbcc.org/ethics](http://www.nbcc.org/ethics).

**Remember, certification and licensure are very different. Please visit [www.nbcc.org/Certification/CertificationorLicensure](http://www.nbcc.org/Certification/CertificationorLicensure) for more information.**

**For a list of the benefits  
of national certification,**  
please visit [www.nbcc.org/Certification/BenefitsOfCertification](http://www.nbcc.org/Certification/BenefitsOfCertification).

**Benefits include:**

- Affordable liability insurance
- Client referrals through [Counselor Find](#)
- Ability to market yourself using your certification

# STUDENTWORKS<sup>®</sup>

StudentWorks is an online resource for counseling students and recent graduates. Please visit [www.nbcc.org/Studentworks](http://www.nbcc.org/Studentworks) to learn about certification and licensure and find resources to help build your counseling career.

## Looking for a JOB?

Visit NBCC's new job board at  
<http://jobboard.nbcc.org> to post  
your résumé and browse open positions.



## Stand out even more!

Consider one of NBCC's specialty certifications:

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

To learn more about these specialty certifications, visit  
[www.nbcc.org/Certification/ApplyForCertification](http://www.nbcc.org/Certification/ApplyForCertification).

## NBCC Resources

- **ProCounselor:** <https://ProCounselor.nbcc.org>
- **Counselor Find:** [www.nbcc.org/CounselorFind](http://www.nbcc.org/CounselorFind)
- **NBCC Code of Ethics:** [www.nbcc.org/Ethics](http://www.nbcc.org/Ethics)
- **NCC Verification:** [www.nbcc.org/PublicResources/VerifyNCC](http://www.nbcc.org/PublicResources/VerifyNCC)
- **The Professional Counselor:** <http://tpcjournal.nbcc.org>
- **NCC Newsletter:**  
[www.nbcc.org/NCCResources/NationalCertifiedCounselorNewsLetter](http://www.nbcc.org/NCCResources/NationalCertifiedCounselorNewsLetter)
- **Specific State Licensure Information:**  
[www.nbcc.org/Directory](http://www.nbcc.org/Directory)
- **Online Continuing Education:** [www.i-counseling.net](http://www.i-counseling.net)
- **Approved Clinical Supervisor Credential:**  
[www.cce-global.org/Credentialing/ACS](http://www.cce-global.org/Credentialing/ACS)
- **NBCC Foundation Scholarship Opportunities:**  
[www.nbccf.org](http://www.nbccf.org)



**Professional Liability Insurance**  
[www.nbcc.lockton-ins.com/pl](http://www.nbcc.lockton-ins.com/pl)

Student rates and discounts for  
NCCs available.

## Change of Mailing or E-mail Address?

Whenever your contact information changes, remember to update your record in ProCounselor. Make sure to add [nbcc@nbcc.org](mailto:nbcc@nbcc.org) to your address book so you do not miss out on important communications.

## Questions?

E-mail the Certification  
Department at  
[certification@nbcc.org](mailto:certification@nbcc.org).

TOOLBOX