

If you graduated from a CACREP-accredited program:

To complete your NCC certification, you must submit a final, official 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 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, final 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 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* (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 NBCC.org/ethics.

Remember, certification and licensure are very different. Please visit NBCC.org/Certification for more information.

STUDENTWORKS®

StudentWorks is an online resource for counseling students and recent graduates. Please visit NBCC.org/Resources/Applicants/Students to learn about certification and licensure and find resources to help build your counseling career.

TOOLBOX

For a list of the benefits of national certification,

please visit NBCC.org/resources/nccs/benefits.

Benefits include:

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



nbcc VISIONS

NBCC Visions Newsletter

[NBCC Visions](#) is our official newsletter. It is published electronically every month. Stay up to date on NBCC and Affiliates' latest activities.

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 NBCC.org/Certification/SpecialtyCertifications.

NBCC Resources

- ProCounselor: ProCounselor.nbcc.org
- Counselor Find: NBCC.org/Search/CounselorFind
- NBCC Code of Ethics: NBCC.org/Ethics
- NCC Verification: NBCC.org/Search/CounselorVerify
- The Professional Counselor: tpcjournal.nbcc.org
- NCC Newsletter: NBCC.org/resources/nccs/newsletter
- Specific State Licensure Information: NBCC.org/Directory
- Online Continuing Education: i-counseling.net
- Approved Clinical Supervisor Credential: cce-global.org/Credentialing/ACS
- NBCC Foundation Scholarship Opportunities: nbccf.org



Professional Liability Insurance

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 to your address book so you do not miss out on important communications.

Questions?

E-mail the Certification Department at certification@nbcc.org.