NATIONAL BOARD FOR CERTIFIED COUNSELORS

APPLICANT DISCLOSURE COVER SHEET

COVER SHEET INSTRUCTIONS:

- **Use one cover sheet per disclosed matter**. Type or print legibly.
- Complete all sections of the cover sheet for each disclosed matter.
- Attach all required documents to the completed cover sheet. Visit www.nbcc.org/ethics to view examples.
- Make sure that all required documents are full-sized, contain all pages and are legible.
- Retain copies for your records. Submitted materials are not returned.
- Place disclosure cover sheet(s) and all required documents in a **single** envelope and mail to the **NBCC Ethics Department at 3 Terrace Way, Greensboro, NC 27403.** Disclosure materials are due within 4 weeks of initial application submission.

Last Name	**First Name**	**NBCC Number**

DISCLOSURE INFORMATION

Type of Disclosure	☐ Criminal matter ☐ Legal matter relating to business or occupational activity ☐ Professional complaint matter (e.g., state board review) ☐ Disciplinary action, unrelated to grades, by a graduate program ☐ Employment termination due to conduct
Required Disclosure Matter (i.e., name of charge or conduct matter)	
Date of Charge for Disclosure Matter (Month/Day/Year)	
Name of Reviewing Entity (e.g., State of Virginia, the Department of Regulatory Agencies, etc.)	
REQUIRED DOCUMENTS	**TITLE OF REQUIRED DOCUMENTS**
Applicant's Statement of the Disclosed Matter • Must be in 12 point, Times New Roman font • Must be signed by the applicant	_____ _____ Applicant's First Name Applicant's Last Name *Written Statement*
Charging Documents (e.g., complaint, citation)	
Outcome Documents (e.g., judgment, plea, consent agreement)	
Required Actions, if applicable (e.g., improvement plan, sentencing orders)	
Required Action Completion Documents, if applicable (Attach all documents that show compliance with required actions.)	