



Request for “Normal” Status Change

Applicant’s Name: _____

I request that NBCC change the status of my NCC certification and specialty certifications (if applicable) to normal status. My signature on the next page attests to the following:

1. My certification is active and in either retired, reduced practice or temporary inactive status.
2. I have read and agree to abide by the guidelines for normal status.
3. I understand that this status change will apply to any specialty certifications that I hold.
4. I understand that NBCC recommends any NCC returning from retired or reduced practice to normal status obtain a minimum of 20 hours of continuing education within the first year they return to normal status, including at least three hours in the topic area of ethics.
5. I understand that if I allow my certification to lapse, I will be required to reinstate my certification. (Information regarding NBCC’s reinstatement process can be found at <http://ProCounselor.NBCC.org>.)
6. I will continue to abide by the NBCC *Code of Ethics*.
7. I will disclose to NBCC any charge, complaint or conviction about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of occurrence.
8. I understand that all status change procedures and policies are subject to change.
9. I understand that normal status follows a five-year certification cycle and requires an annual certification fee.
10. I understand that in order to recertify my NCC certification at the end of my certification cycle, I must be able to document completion of at least 100 hours of acceptable continuing education. I also understand that I must submit this documentation to NBCC if selected for audit.
11. I understand that in order to change my certification status, my account must be current on fees and I cannot be the subject of any ethics review.

To change the status of certification, an NCC must be current on all fees and cannot be the subject of any ethics review. All fees are nonrefundable and nontransferable. NBCC cannot change an NCC's status without the appropriate form.

1. Reduced Practice

While holding reduced practice status, an NCC:

- Must work as a counselor less than 10 hours, but may see a few clients and provide volunteer counseling services.
- Must continue to abide by the NBCC *Code of Ethics*.
- Must continue to pay the annual maintenance fee for the NCC, as well as any speciality certification fees (NCSC, CCMHC or MAC).
- Must be able to document at least 10 hours of continuing education every five years for recertification.
- May continue to use the "NCC" certification mark.
- Continues to receive *The National Certified Counselor*, NBCC's official newsletter.
- May retain reduced practice status as long as he or she meets the requirements; there is no time limit for this status.

2. Retired

While holding retired status, an NCC:

- Is not currently practicing as a professional counselor or volunteering as a counselor.
- Must continue to adhere to the NBCC *Code of Ethics*.
- Must pay a reduced annual certification fee.
- Is not required to complete continuing education hours.
- May continue to use the "NCC" certification mark.
- Continues to receive *The National Certified Counselor*, NBCC's official newsletter.
- May retain retired status as long as he or she meets the requirements; there is no time limit for this status.
- May return to active status at any time, but must pay annual maintenance fees and submit continuing education.

3. Temporary Inactive

While holding temporary inactive status, an NCC:

- Is not currently practicing as a professional counselor due to extenuating health or family circumstances, including military leave. An explanation of the extenuating circumstances and applicable documentation must be included with the status change request. Lack of employment and maternity/paternity leave do not qualify for this status.
- Must continue to adhere to the NBCC *Code of Ethics*.
- May retain this status for up to two years, after which he or she must return to an active status or relinquish the certification.
- Is not required to pay an annual certification fee.
- Is not required to complete continuing education hours. (If an NCC's expiration date passes while holding this status, the 100 hours of continuing education are due when the temporary inactive status ends. As usual, an NCC can request an extension of up to one year in order to complete the required continuing education hours or take an applicable examination.)
- May **not** use the "NCC" certification mark.
- Continues to receive *The National Certified Counselor*, NBCC's official newsletter.

An NCC can instead relinquish the NCC certification with submission of the applicable form. Reinstatement of a relinquished or lapsed NCC requires documentation of continuing education hours or a passing score on the National Counselor Examination for Licensure and Certification (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE), and payment of all applicable fees. For more information, please contact the NBCC Recertification Department at recertification@nbcc.org. **All status options require submission of the appropriate status change form. NBCC cannot change the status of a certification without the appropriate form.**