

# Application to Participate in the National Certified Counselor (NCC) for Participating Universities Application Option

## University Contact Information

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

Please print the contact information for your university below.

E-mail the application and supporting materials to [campusinquiry@nbcc.org](mailto:campusinquiry@nbcc.org).

### Campus Coordinator

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

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Department Chair

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

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Secondary Coordinator

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

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Educational Requirements to Change in 2022

October 2021 will be the last examination cycle in which regionally accredited programs will be allowed to participate with this application option.

## Graduate Programs Offered

Please list below all graduate degrees for which you plan to submit the Application to Participate.

Degrees	Programs/Tracks	CACREP?	Semester/Quarter Hours Required
(sample) M.A.-Counseling	Mental Health Counseling / School Counseling	Y/N	60 sem. hours / 48 sem. hours
<b>A</b>			
<b>B</b>			
<b>C</b>			
<b>D</b>			

## Supporting Documentation

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

1. Curriculum sheets or course of study plans pertaining to each program/track;
2. A completed Verification of Coursework Form for each program/track indicating which classes students will take to meet NBCC's coursework requirements;
3. Departmental course descriptions from the current graduate catalog; and
4. Current syllabi for all courses submitted on the Verification of Coursework Form.

## Eligibility Requirements

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

- Degree-seeking counseling students are eligible to apply for the NCC. They must be currently enrolled in a degree-granting counseling track in a master's, specialist or doctoral program. **Students enrolled in certificate programs or taking additional courses for licensure are not eligible to apply.**
- Prior to graduating, applicants must complete a minimum of 48 semester hours/72 quarter hours of graduate-level coursework in counseling and must fulfill all [coursework requirements](#) for the NCC. If a student does not complete the appropriate degree and coursework, their examination scores may be invalidated and they may not be certified.
- Before submitting an NCC application, students must be well advanced in their program of study. At a minimum, they must have completed coursework in six of the eight required subject areas and be enrolled in the final two during the semester of the exam. It is preferred that students be submitted on the roster once they have completed those courses and are in the practicum/internship stage in their degree.
- Failure to complete the degree and all the required coursework can result in the student being unable to access their national examination score or be certified as an NCC.
- Departmental decisions regarding waivers of graduate-level coursework will not be honored by NBCC. Students are required to complete all NBCC required coursework areas. Transfer courses must appear as program credits on the official transcript.
- Deviations from the curricula included in this application are not guaranteed acceptance by NBCC.

## Alumni

Alumni should be directed to the professional NCC application. It can be accessed through the ProCounselor portal at <https://procounselor.nbcc.org>. Alumni using the professional application may request to sit for the exam with students at your university. Should one of your alumni make such a request, NBCC will notify you via e-mail.

## Examination Formats

As part of the NCC application process, students register for and take either the National Counselor Examination for Licensure and Certification (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE). All NCMHCE exams are administered at Pearson VUE test centers. Students are responsible for checking with their state licensure board regarding specific examination requirements if they plan on using the certification exam for the purpose of state licensure.

**For students taking the NCE, you can choose one of three options for testing:**

**On-Campus Internet-Based/Anywhere Proctored Exam NOT at a Test Center:** The exam is administered either in a computer lab or in a classroom with either school-owned computers or student-owned laptops on the designated national exam day (typically the third Saturday in October and April). The exam is accessed via the Internet through Pearson VUE but is administered on campus.

**On-Campus Internet-Based/Anywhere Proctored Exam Using a Test Center:** The exam is administered at a campus test center on the designated national exam day (typically the third Saturday in October and April). The exam is accessed via the Internet through Pearson VUE but is administered on campus.

**Off-Campus Computer-Based Exam Administered by Pearson VUE:** Students are contacted by Pearson VUE and make arrangements to take the exam at a Pearson VUE Select Test Center. The exam is available for a month-long period. Most centers are open Monday through Saturday.

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

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

To be eligible for the NCC application, students must take a graduate course in each of the following areas. Each content area must be met with no fewer than two semester hours/three 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.

Content Area	Course Requirement
<p><b>1. Human Growth and Development Theories in Counseling</b>  <i>Studies in this area provide an understanding of the nature and needs of individuals at all developmental levels, relevant to counseling practice. These include but are not limited to the following:</i></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. Counseling strategies for facilitating development over the life span; and</li> <li>e. Ethical considerations.</li> </ul>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>2. Social and Cultural Foundations in Counseling</b>  <i>Studies in this area provide an understanding of issues and trends in a multicultural and diverse society that impact professional counselors and the counseling profession, including but not limited to the following:</i></p> <ul style="list-style-type: none"> <li>a. Multicultural and pluralistic trends, including characteristics and concerns of counseling individuals from diverse groups;</li> <li>b. Attitudes and behavior based on factors such as age, race, religious preferences, physical disability, sexual orientation, ethnicity and culture, family patterns, gender, socioeconomic status and intellectual ability;</li> <li>c. Individual, family and group counseling strategies with diverse populations; and</li> <li>d. Ethical considerations.</li> </ul>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>3. Helping Relationships in Counseling</b>  <i>Studies in this area provide an understanding of counseling and consultation processes, including but not limited to the following:</i></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 professional counseling relationships, including age, gender and ethnic differences; verbal and nonverbal behaviors; and personal characteristics, orientations and skills;</li> <li>d. Client or consultee characteristics and behaviors that influence professional counseling relationships, including age, gender and ethnic differences; verbal and nonverbal behaviors; and personal characteristics, orientations and skills; and</li> <li>e. Ethical considerations.</li> </ul>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>4. Group Counseling Theories and Processes</b>  <i>Studies in this area provide an understanding of group development, dynamics and counseling theories; group counseling methods and skills; and other group work approaches, including but not limited to the following:</i></p> <ul style="list-style-type: none"> <li>a. Principles of group dynamics, including group counseling 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 in counseling, including task groups, prevention groups, support groups and therapy groups; and</li> <li>f. Ethical considerations.</li> </ul>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>

## VERIFICATION OF COURSEWORK-continued

<p><b>5. Career Counseling and Lifestyle Development</b>  <i>Studies in this area provide an understanding of career counseling, development and related life factors, including but not limited to the following:</i></p> <ol style="list-style-type: none"> <li>a. Career counseling theories and decision-making models;</li> <li>b. Career, avocational, educational and labor market information resources; visual and print media; and computer-based career information systems;</li> <li>c. Career counseling program planning, organization, implementation, administration and evaluation;</li> <li>d. Interrelationships among work, family, and other life roles and factors, including multicultural and gender issues as related to career counseling;</li> <li>e. Career and educational placement counseling, follow-up and evaluation;</li> <li>f. Assessment instruments and techniques relevant to career counseling;</li> <li>g. Computer-based career development applications and strategies, including computer-assisted career counseling systems;</li> <li>h. Career counseling processes, techniques and resources, including those applicable to specific populations; and</li> <li>i. Ethical considerations.</li> </ol>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>6. Assessment in Counseling</b>  <i>Studies in this area provide an understanding of individual and group approaches to assessment and evaluation in counseling practice, including but not limited to the following:</i></p> <ol style="list-style-type: none"> <li>a. Theoretical and historical bases for assessment techniques in counseling;</li> <li>b. Validity, including evidence for establishing content, construct and empirical validity;</li> <li>c. Reliability, including methods of establishing stability, internal and equivalence reliability;</li> <li>d. 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>e. Psychometric statistics, including types of assessment scores, measures of central tendency, indices of variability, standard errors and correlations;</li> <li>f. Age, gender, ethnicity, language, disability and cultural factors related to the use of assessment and evaluation in counseling services;</li> <li>g. Strategies for selecting, administering, interpreting and using assessment and evaluation instruments and techniques in counseling; and</li> <li>h. Ethical considerations.</li> </ol>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>7. Research and Program Evaluation</b>  <i>Studies in this area provide an understanding of types of research methods, basic statistics, and ethical and legal consideration in research, including but not limited to the following:</i></p> <ol style="list-style-type: none"> <li>a. Basic types of research methods to include qualitative and quantitative research designs;</li> <li>b. Basic parametric and nonparametric statistics;</li> <li>c. Principles, practices and applications of needs assessment and program evaluation;</li> <li>d. Uses of computers for data management and analysis; and</li> <li>e. Ethical and legal considerations.</li> </ol>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>8. Professional Orientation to Counseling</b>  <i>Studies in this area provide an understanding of all aspects of professional functioning, including history, roles, organizational structures, ethics, standards and credentialing, including but not limited to the following:</i></p> <ol style="list-style-type: none"> <li>a. History of the counseling profession, including significant factors and events;</li> <li>b. Professional roles and functions of counselors, including similarities and differences with other types of professionals;</li> <li>c. Professional organizations (primarily ACA, its divisions, branches and affiliates), including membership benefits, activities, services to members and current emphases;</li> <li>d. Ethical standards of NBCC or ACA and related ethical and legal issues, and their applications to various professional activities (e.g., appraisal, group work);</li> <li>e. Professional counselor preparation standards, their evolution and current applications;</li> <li>f. Professional counselor credentialing, including counselor certification, licensure, and accreditation practices and standards, and the effects of public policy on these issues; and</li> <li>g. Public policy processes, including the role of the professional counselor in advocating on behalf of the profession and its clientele.</li> </ol> <p><b>NBCC will accept only an orientation course in professional counseling.</b></p>	<p>Course Code _____</p> <p>Credit Hours _____</p> <p>Course Title _____</p>
<p><b>9. Counseling Field Experience</b> (minimum six semester/10 quarter hours)  <i>Studies in this area provide supervised counseling experience in an appropriate work setting.</i></p>	<p>Course Code _____</p> <p>Credit Hours _____</p>