



Institutional Participation Agreement and Instructions April 2017 NCC and NCC/CCMHC Application Cycle

Introduction

Thank you for your interest in participating in the April 2017 National Certified Counselor (NCC) and National Certified Counselor/Certified Clinical Mental Health Counselor (NCC/CCMHC) application cycle. Please submit a signed participation agreement and roster of students, both of which are required. Terms and conditions for university participation as well as instructions for preparing the list of students follow.

The NCC application process gives well-advanced counseling students a unique opportunity to begin the certification process. As part of the application for NCC certification, students can take either the National Counselor Examination for Licensure and Certification (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE). The application fee is \$335. Students who will not be testing on campus will also pay a \$25 site fee.

Students enrolled in clinical mental health counseling programs that require 60 semester hours/90 quarter hours are eligible to apply for the National Certified Counselor (NCC)/Certified Clinical Mental Health Counselor (CCMHC) combination application. As part of the NCC/CCMHC application process, students take the NCMHCE. The fee for the combined NCC/CCMHC application is \$425.

Conditions for Your Institution's Participation

Institutions must adhere to the following conditions:

- **The university will inform students about national certification and how it differs from state licensure.**
- Student participation in the application process must be voluntary. The university cannot use the NCE or the NCMHCE as a comprehensive examination or a graduation requirement.
- Each student must meet NBCC's educational requirements prior to graduation. Each participating track is either accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP) or the curriculum has been preapproved by NBCC. **Note:** If changes in the preapproved coursework have occurred since the last application cycle, the university must inform NBCC. There is no guarantee that NBCC will accept the revised curriculum.
- NBCC must approve and register a minimum of three applicants for the exam by the close of the application cycle in order for the exam to be held on campus. If the minimum is not met, alternate testing sites are available in each of the 50 states. Applicants choosing the NCMHCE will test off-campus with arrangements made through our computer-based testing partner, Pearson VUE.
- The institution will designate a campus coordinator, exam administrator and exam proctor to assist NBCC in offering this opportunity. The exam administrator or proctor cannot be an alumnus, faculty member, student or staff member in the counseling department or related to anyone in the counseling department.
- A student who has been dismissed from the program is not eligible to apply for the NCC or NCC/CCMHC under this option. Should a student applicant be dismissed from the program after submitting an application to NBCC, the university agrees to notify NBCC in writing.

Application Eligibility Requirements for Counseling Students

Students must meet the following requirements in order to apply for the NCC or NCC/CCMHC:

- Degree-seeking counseling students are eligible to apply for the NCC or the NCC/CCMHC. They must be currently enrolled in a 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, students must complete a minimum of 48 semester hours/72 quarter hours of graduate-level coursework in counseling for the NCC or 60 semester hours/90 quarter hours for the NCC/CCMHC. **Note:** Students' exam scores are inactivated if they fail to complete the requirements for the NCC or NCC/CCMHC certification within a specified time period.
- Prior to graduating, student applicants must fulfill coursework requirements for the NCC or NCC/CCMHC. NBCC must preapprove the courses that cover the eight required content areas.
- Before submitting an NCC or NCC/CCMHC 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.**

Instructions for Submitting the Student Roster

The roster can be submitted electronically in either Word format or as a spreadsheet. **No handwritten rosters will be accepted.** For each well-advanced student in an approved counseling track, the roster must include the following information: legal name (no nicknames), e-mail address, degree type, degree track, expected graduation date, and application type (NCC or NCC/CCMHC). Please e-mail the roster to campusinquiry@nbcc.org. **Faxed rosters will not be accepted.** NBCC will contact students directly with an application link and instructions.

Timeline for the April 2017 NCC and NCC/CCMHC Application Cycle

Date	Task
September 23, 2016	Campus coordinators receive: <ul style="list-style-type: none"> • Participation agreement/institutional information update. • Student Tip Sheet. • Informational PowerPoint.
October 21	Campus coordinators return documents to NBCC.
As rosters arrive	Students receive link to the appropriate application from NBCC.
November 23	E-mail reminder to students sent by NBCC.
January 6, 2017	Final e-mail reminder sent to students and campus coordinators.
January 25	Application submission deadline.
Approximately April 7	Approved applicants receive exam admissions communication.
Approximately April 14	Sites receive examinations.
April 15–29	Applicants sit for the NCMHCE.
April 22	Applicants sit for the NCE.

Institutional Information Update

If your institution has had any changes in leadership or contact information, please provide any updates and submit to campusinquiry@nbcc.org.

Department Chair	
Name	
Mailing Address	
E-mail Address	
Telephone Number	
Fax Number	
Campus Coordinator	
Name	
Mailing Address	
E-mail Address	
Telephone Number	
Fax Number	
Secondary Contact	
Name	
Mailing Address	
E-mail Address	
Telephone Number	
Fax Number	
Exam Administrator	If unknown at this time, please contact Patti Brown at brown@cce-global.org by February 1, 2017 with the information.
Name	
Mailing Address	
E-mail Address	
Telephone Number	
Fax Number	
Testing Center	If your institution has a testing center, please provide contact information below.
Name	
Mailing Address	
E-mail Address	
Telephone Number	
Fax Number	

Signed Institutional Agreement

Our institution plans to participate in the April 2017 NCC and NCC/CCMHC application cycle. The typed signature below serves as our institution's verification that the students listed on the roster are eligible to apply for the National Certified Counselor (NCC) or the National Certified Counselor and Certified Clinical Mental Health Counselor (NCC/CCMHC) and participate in the next administration of the NCE or NCMHCE. By typing my name below, I affirm that we have abided by the policies stated in this participation document.

Our students:

- Have been informed that passing the NCE or NCMHCE is just one of the requirements for national certification.

- Are currently enrolled in a degree-granting master's, specialist or doctoral counseling program that NBCC has approved for participation.
- Are adhering to the university counseling program's established code of conduct and academic standards.
- Are well-advanced in their program of study and, **at a minimum, have completed coursework in six of the eight required subject areas and are enrolled in the final two during the semester of the exam.**

Institution: _____

Department Chair/Faculty Representative Name: _____ **Date:** _____

Please e-mail completed agreement to campusinquiry@nbcc.org.