

NBCC CREDIT PROCEDURES

NACADA is an approved provider for NBCC. Once the program is set the Program Chair or appointed other should review each session for NBCC credit eligibility.

Regional Representatives notify Conference Program Chairs of procedures and deadlines as follow:

1. Program Approval

Program Committees should have programs approved **before** the scheduled program date via NACADA Region Chair.

Conference Program Chairs submit presentation abstracts to NACADA Region Chair for review and categorization according to NBCC Guidelines. The Region Chair may delegate this task to a subcommittee.

General Sessions and Keynote Addresses can be assigned CEU contact hour credit, but only for the actual time the speaker addresses the subject. Mealtime, business meetings, etc. may not be counted.

Approved sessions should be identified in the conference program. It should also be stated in the program that NBCC credits are being provided through the National Academic Advising Association, as opposed to through the regional affiliate. ***Please provide a copy of the program to the NACADA Executive Office with approved sessions clearly marked.*** A copy of the program will be sent to NBCC as a part of re-certification.

2. NBCC Monitoring Forms

Regional Program Chair arranges for distribution of the monitoring forms at registration. A sample NBCC Monitoring form is enclosed with this packet for duplication purposes.

The Region Chair designates who will sign the monitoring forms. More than one person may be designated to sign forms (those working the registration desk, for example). A roster should be kept of the attendees, and each applicant for NBCC credit should fill out the monitoring form and obtain the appropriate signature. The regional affiliate should make a copy of each monitoring form and return the original to the applicant. ***A copy of the monitoring form must also be forwarded to the NACADA Executive Office.***

3. Reporting to the NACADA Executive Office

The Regional Conference Chair is responsible for providing the following to the NACADA Executive Office:

1. A list of all conference attendees
2. A copy of the actual program identifying the approved sessions
3. A copy of the Content Areas of Activities Form
4. A completed NBCC monitoring form for each individual receiving credits
5. A summary of evaluations for NBCC approved sessions

The Executive Office retains these documents and files an annual report in May of each year with the NBCC. It is important that these documents arrive at the executive office **before May 1**. For those regions holding conferences in May, please submit the above documents to the Executive Office **within one week** after the conclusion of your conference.

NBCC GUIDELINES

II. How to determine if continuing education activities meet NBCC guidelines.

As an approved provider, you do not need to request approval from NBCC for each activity that you offer to counselors. Your provider approval covers every activity that you offer that meets NBCC continuing education guidelines except home study programs. It is up to you to determine which activities offered by your organization/institution meet the guidelines. Activities which do not meet the NBCC guidelines cannot be offered for NBCC recertification credit. If you are unsure as to whether a course/activity meets the guidelines, please contact the NBCC office and we will help you to make this determination. The following guidelines must be met in order for you to grant NBCC recertification credit activity to NCCs:

1. The activity must fall within an NBCC approved content area.
2. The activity must be geared toward masters level professionals in the field of counseling.
3. If the activity is self-help in nature, there must be a component which includes instruction for use in the counseling process.
4. Providers offering home study activities must seek NBCC approval of the activities prior to advertising that they meet NBCC guidelines. Contact NBCC for further details. There is a separate application and procedure for home study.
5. Credit can be granted for teleconferences only if there is the opportunity to interact with an instructor or facilitator.
6. Courses offered on the Internet must be approved through the procedures established for home study programs.

III. NBCC Approved Content Areas

Continuing education activities must focus on increasing knowledge and/or skills in the practice of counseling in one or more of the following NBCC approved content areas:

COUNSELING THEORY—Basic theories, principles and techniques of counseling and their application to professional settings.

HUMAN GROWTH AND DEVELOPMENT—The nature and needs of individuals at all developmental levels, normal and abnormal human behavior; personality theory; life-span theory; and learning theory within cultural contexts.

SOCIAL AND CULTURAL FOUNDATIONS—Society changes and trends; human roles; societal subgroups; social mores and interaction patterns; multicultural and pluralistic trends; differing lifestyles; and major societal concerns including stress, person abuse, substance abuse, discrimination and methods for alleviating these concerns.

THE HELPING RELATIONSHIP—Philosophic bases of helping processes; counseling theories and their applications; basic and advanced helping skills; consultation theories and their applications; client and helper self-understanding and self-development; and facilitation of client or consultee change.

GROUP DYNAMICS, PROCESSING AND COUNSELING—Group development, dynamics and counseling theories; group leadership styles; basic and advanced group counseling methods and skills; and other group approaches.

LIFESTYLE AND CAREER DEVELOPMENT—Career developmental theories; occupational and educational information sources and systems; career and leisure counseling, guidance and education; lifestyle and career decision-making; and career development program planning, resources and effectiveness evaluation.

APPRAISAL OF INDIVIDUALS—Group and individual educational and psychometric theories and approaches to appraisal; data and information gathering methods; psychometric statistics; factors influencing appraisals; and use of appraisal results in helping processes. Additionally, the specific ability to administer and interpret tests and inventories to assess abilities, interests and identify career options is important.

RESEARCH AND EVALUATION—Types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; publication of research information; and ethical and legal consideration.

PROFESSIONAL ORIENTATION IN COUNSELING—Professional roles and functions; professional goals and objectives; professional organizations and associations; professional history and trends; ethical and legal standards; professional preparation standards; and professional credentialing.

IV. Calculating Contact Hours

Contact hours are defined as the number of actual clock hours spend in direct participation in a structured educational format as a learner. Typically, one Continuing Education Unit (CEU) is equivalent to 10 contact hours. In a college or university program, one semester credit is equivalent to 15 contact hours and one quarter credit is equivalent to 10 contact hours. When calculating contact hours, credit should be deducted for time spent in breaks and social activities including meal functions except for actual time of content speaker. You can include portions of a full hour, rounding to the nearest quarter of an hour.

V. Advertising your NBCC Approved Provider Status

When you advertise your NBCC approved provider status in promotional materials such as ads, brochures and announcements, include the following statement:

“(Provider’s Name) is recognized by the National Board for Certified Counselors to offer continuing education for National Certified Counselors. We adhere to NBCC Continuing Education Guidelines.”

VI. Verification of NCCs’ Participation in Continuing Education Activities

As an approved provider, you are required to present documentation, in a timely manner, which serves as verification of the NCC’s participation in each activity that you sponsor. Please do NOT send NBCC copies of the documentation. Original documentation should be kept by the NCC for inclusion in their NBCC supplied continuing education file folder. We require that you keep a roster of participants for a five-year period in the event that we need to verify an NCC’s participation in an activity directly with you.

VII. Awarding Contact Hours for Conventions and Conferences

While there is a need to document an NCC’s participation in all activities for which he/she is requesting continuing education credit, we understand the problems that can be encountered when trying to document this information for a large number of individuals attending concurrent conference sessions. The following procedures have been devised so that attendance can be documented in a manageable manner by providers:

1. Upon on-site registration, each counselor requesting continuing education credit for NBCC recertification should be giving a monitoring form. Reproduce this form on your letterhead.

2. NCC's are responsible for accurately indicating on the form those activities that they attend. Please note that the signature of each individual presenter is NOT NECESSARY.
3. An individual from your organization should be designated as on-site administrator for continuing education credit. This individual is responsible for signing or stamping each monitoring form at the completion of the conference.
4. Your organization must maintain a record of all NCCs who participate in the conference. Registration forms can be used for this purpose. Keep these records for a period of five years so that, if necessary, we can verify attendance directly with you.

XI. Special Instructions for National Organizations other than ACA

Affiliated state branches or regions of your national organization can provide continuing education activities that qualify for recognition by NBCC by obtaining approval from you to use your provider number for each activity which they intend to offer to NCCs. Please be aware that ONLY chapters and divisions affiliated with your organization are eligible to share your provider number. You may not grant permission to any outside organization, vendor, or institution to share your provider number UNLESS YOU OFFICIALLY CO-SPONSOR the activity. Any other use of your provider number is invalid.

The procedure to be followed by continuing education coordinators of national organizations when affiliated state divisions or chapters request use of your NBCC provider number is listed below:

1. The state branch or regional president writes to the national coordinator requesting use of the provider number. The letter should include information regarding the program content, schedule, and include a resume for each presenter.
2. The national organization coordinator reviews these materials to determine if they meet the required continuing education guidelines and, when appropriate, approves the request.
3. If approved, the national coordinator completes and signs the "Permission to Use NBCC Provider Number" form. The original is sent to the originator of the request. A copy is sent to NBCC headquarters.
4. Upon approval, the national coordinator sends the state branch or region sponsoring the continuing education program the appropriate sample form for monitoring continuing education activities. The branch or region should reproduce this form on its own letterhead. The branch or region should follow the guidelines applicable to all providers when providing continuing education activities to NCCs.
5. Upon completion of the activity, a roster of all program participants should either be sent to the national president or be maintained by the state branch or region. Keep these records for five years in the event that we need to verify directly with you an NCC's participation in an activity. **No documentation should be sent directly to NBCC.**

NACADA

National **ACADEMIC ADVISING** Association

DATE: December 14, 2001
TO: NACADA Regional Conference Chairs
FROM: NACADA Executive Office
RE: NBCC Providership at Regional Conferences

NACADA has extended its NBCC providership to include regional conferences. Enclosed with this letter are forms and procedures that will be helpful to you in awarding NBCC credit for your regional conferences. Included are:

1. NBCC Credit Procedures
2. Content Areas of Activities Form
3. NBCC Monitoring Form
4. NBCC Guidelines
5. Permission to use NBCC Provider Number

You should work with your Regional Representative to decide which sessions will count as Continuing Education Units (CEUs). The sessions that count as CEUs should be specially marked in the conference program as such.

Each regional conference will be listed in the NBCC Continuing Education Calendar as a provider of continuing education units. This publication will be distributed this winter to some 20,000 National Certified Counselors. You may expect conference inquiries as a result of this listing.

Please let us know if we can make additions or changes to this information packet in the future so that it may be more useful to you. We hope that NBCC providership will help make your regional conferences even more attractive. Contact the NACADA Executive Office if you have questions about procedures.

Thank you!

G:nacada/regions/nbccmem

NACADA

National ACADEMIC ADVISING Association

2323 Anderson Ave, Suite 225

Manhattan, KS 66502-2912

785-532-5717

Fax: 785-532-7732

Nacada@ksu.edu

www.nacada.ksu.edu

TO: NACADA Regional Conference Chairs

FROM: National Academic Advising Association Executive Office

DATE: December 14, 2001

RE: Permission to Use NBCC Provider Number

Permission to use NACADA's NBCC provider number 5443 has been granted for the following activity:

NACADA Regional Conferences

Roberta D. Flaherty, Executive Director

Date

g:nacada/m/nbccperm