

GENERAL INFORMATION FOR MAINTAINING THE CONTINUING EDUCATION FILE

METHODS OF EARNING CONTINUING EDUCATION CREDIT AND REQUIRED DOCUMENTATION

1. COLLEGE OR UNIVERSITY COURSE FOR CREDIT OR AUDIT: Copy of transcript.
2. SEMINARS, WORKSHOPS, CONFERENCES, ETC: Copy of the certificate or letter of attendance.
3. PUBLICATIONS: Copy of the title page or table of contents.
4. PRESENTATION: Copy of letter of acknowledgment from host organization and/or copy of the evaluations with speakers name.
5. SUPERVISION OR CONSULTATION: Letter from supervisor or consultant listing dates and number of hours of supervision.
6. DISSERTATION: Copy of transcript and dissertation abstract.
7. LEADERSHIP: Letter of confirmation on letterhead from the organization.
8. HOME STUDY: Copy of certificate from approved Home Study Provider.

REGULATIONS AND LIMITATIONS GOVERNING CONTACT HOURS

Note: All continuing education activities must be chosen from the approved content areas.

1. COLLEGE OR UNIVERSITY COURSES - No limit. Courses may be audited.
2. SEMINARS, WORKSHOPS OR CONFERENCES - No limit.
3. PUBLICATION / PRESENTATIONS - **NOTE:** A maximum of 6 hours may be counted for each activity in the category "Publications/Presentations". Publication activities are limited to articles in refereed journals, a chapter in an edited book, or a published book. Required documentation for publication credit is a copy of the cover page of the article or book. For a chapter in an edited book include a copy of the table of contents.

Presentations may be used for continuing education credit if the topic matches one of the approved content areas. A particular presentation may be used only once in a two year period. Only actual presentation time may be counted. No hours are granted for preparation. A letter from the sponsor or professional colleague, and a summary of the evaluations from the event are the required documentation.

4. DISSERTATION - Maximum credit: 24 contact hours. List the dates for which credit was granted by your college or university for work done toward the completion of your dissertation. List the title of your dissertation and the name of your college or university attach a copy of the dissertation abstract.

5. SUPERVISION / CONSULTANT - Maximum credit: 24 contact hours. Recertification credit can only be granted for supervision/consultation received on a regular basis with a set agenda. Recertification credit cannot be granted for supervision which you provide to others. List the start and end dates of the period in which the supervision occurred. Under supervision, list the site where the supervision was provided. List the name of the supervisor.

Supervision for academic credit, should be listed under course work. A maximum of 45 contact hours can be granted in a two-year period for supervision taken for academic credit. This supervision must appear on your transcript or grade report.

6. LEADERSHIP - Maximum credit: 24 contact hours each renewal period. List the start and end dates of the period in which the leadership occurred. Under leadership list the name of the organization. Name the position held.

The following leadership positions are acceptable for recertification credit: Officer of state or national counseling organization; editor of professional counseling journal; member of state counseling licensure / certification board; member of a national counselor certification board; member of a national ethics disciplinary review committee rendering licenses, certification or professional membership; active member of a counseling committee producing a substantial written product; chair of a major counseling conference or convention; other leadership positions with justifiable professional learning experiences. The leadership positions must take place for a minimum of one year after the date of first license issue.

7. HOME STUDY PROGRAMS - There is no limit on the number of hours that may be taken by home study. However, home study courses must be taken from the approved list which appears in the NBCC Continuing Education Update or the ACA approved Home Study Programs.

HOW TO DETERMINE IF YOUR CONTINUING EDUCATION MEETS ARBOEC REQUIREMENTS

The following checklist will assist in determining if a non- approved activity meets board continuing education guidelines and can be used for license renewal.

You should be able to answer yes to the following questions if you are going to use the activity for renewal credit.

-Does the content of the activity fall within an approved content area?

-Is the activity geared toward professionals in the field of mental health, counseling and / or MF Therapy?

-Does the activity enhance your role as a professional counselor / therapist?

-If the activity was self-help in nature, was there a component which included information on how to pass the materia! on to clients?

-If it was a home-study activity, was it sponsored by an **NBCC** approved provider or by ACA.

-If it was a teleconference, was there an opportunity to interact with an instructor or facilitator?

-Was the activity taken during this current two-year renewal period?

NOTE: Activities taken during the last 90 days of the license period can be carried over to the current certification period if they were not included in the previous 24 hours.

MANDATORY AUDIT

Ten percent of the licensed individuals completing each two-year license period will be randomly chosen for an audit and required to submit their Continuing Education Folders to the Board according to Board established guidelines. Detailed instructions for the completion of the audit process will be provided to those selected to participate. All other licensed individuals will be required to sign statements attesting that the continuing education requirements have been met. Notification of audit and statements for signatures will be sent to licensees April of the final year of the current licensure period. Attestation statements are due on the certification expiration date. Licensees chosen for audit are given an additional 3 weeks to complete renewal.

VOLUNTARY RECOGNITION AUDIT

Licensee's who exceed the continuing education requirement and have accrued 50 or more contact hours may request forms to apply for the voluntary audit during the last quarter of the two-

year renewal cycle. There is a \$30.00 fee for the voluntary audit which covers the review of the materials. Those licensee's who pass will receive a certificate recognizing their commitment to continuing education in the field of Counseling and or Marriage/Family Therapy.

RETAKE THE NCE FOR RENEWAL

Licensee's may opt to take the NCE for the purpose of renewal in lieu of meeting the 24 hour continuing education requirement. Licensee's selecting this option must pass the NCE during the twelve months prior to the expiration date of their license.

APPROVED PROVIDERS OF CONTINUING EDUCATION

NBCC approved providers of continuing education have completed a formal application process to insure the suitability of the content and format of their continuing education activities. NBCC approved providers include regionally accredited academic institutions offering counselor education programs as well as many public agencies, private organizations, counseling- related associations, school districts, academic institutions that offer relevant course work but do not have counselor education programs, and qualified individuals. NBCC approved providers insure that NCCs have access to appropriate, high quality continuing education activities.

A complete list of NBCC approved providers is sent upon request. Updates to the list are published quarterly. Activities sponsored by non-approved providers may qualify for renewal credit if they meet Board content guidelines. American Association for Marriage Family Therapy approved providers are accepted.

ADDITIONAL GUIDELINES FOR REPORTING CONTINUING EDUCATION

* A contact hour is defined as one hour of actual participation in a continuing education activity, exclusive of breaks, lunches and so forth.

* Activities taken exclusively for the purpose of self-help are not eligible. In order to qualify for credit, a portion of the activity must focus on methods for disseminating the learned techniques to clients. Therapeutic workshops and retreats, while commendable, are not considered training unless specific parts of the experience can be shown as strictly training.

. Teleconferences must feature an interactive format in order to be used for renewal credit. Interactive teleconferences are those that provide the opportunity for participants to communicate directly with the instructor or that have a facilitator present at the conference site.