National Certification Application for Students

A Guide to NCC or NCC/CCMHC Application Procedures for Participating Universities
Campus Coordinator Role

• As a campus coordinator, you play a vital role in promoting professional counseling standards and encouraging students’ career development through national certification.
Campus Coordinator Responsibilities

• Instruct students in the distinction between certification and licensure
  – Ensure students are aware that:
    • This application is not merely for an examination.
    • The application fee is nonrefundable.
    • Exam scores become inactive if their application closes. An application remains open for two years after the exam.

• Determine student eligibility
• Encourage students to complete the application process
• Identify an exam administrator
• Promote and explain the National Certified Counselor (NCC)
Exam Options

• NCC applicants can choose either the National Counselor Examination for Licensure and Certification (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE) as the certification exam.
  – The NCE will be offered in a paper-and-pencil format, and the exam will be administered on campus.
  – The NCMHCE will be a computer-based test (CBT) and will be administered over a two-week period in preapproved testing locations across the country.
Application Options

• Students enrolled in a 60-semester or 90-quarter-hour clinical mental health counseling track are also eligible for the National Certified Counselor/Certified Clinical Mental Health Counselor (NCC/CCMHC) combination application.

• All students who choose this application will take the NCMHCE, not the NCE, as their certification exam.

• The application fee is higher because students earn two certifications.

• For students who wish to pursue the NCC/CCMHC option, make special note on your roster
Campus Coordinator Steps

Roster
• Campus coordinator determines which students can be placed on the roster.
  • Students must be well-advanced in a degree-granting program.
  • Campus coordinator submits roster to NBCC.
  • Campus coordinator identifies an exam administrator.

Follow-up
• Campus coordinator assists students when needed.
• Campus coordinator encourages students to complete the process.

Exam Administration
• Exam coordinator and proctor make arrangements for exam administration in cooperation with CCE’s Assessment Department.
NBCC Steps

Campus Contact
• NBCC provides campus coordinators with instructions for the upcoming application cycle.

Student Contact
• NBCC e-mails application information to students listed on the roster.
• NBCC sends periodic reminders to students regarding application deadline.
• NBCC assists students with application questions through campusinquiry@nbcc.org.

Exam Administration
• NBCC coordinates with campus coordinators and exam administrators regarding testing locations, exam administration, special accommodations and exam scores.
How Students Access the Online Application

• Students should:
  – Watch for e-mail invitation. (Be sure to check spam and junk folders.)
  – Follow invitation instructions carefully to avoid errors and benefit from student pricing.
  – Click on “request a password” link. (Make sure to use the same e-mail address to which the invitation was sent.)
    • Do not log in as a “new visitor.”
  – Go to “My Open Applications” after logging in for the first time.
About the NCC Application

• Remind students that they are applying for the National Certified Counselor (NCC) certification and some requirements will not be met until after they pass the exam and receive their degree.

• Transcripts
  – Students in CACREP-accredited programs do not need to provide a transcript until after degree conferral.
  – Students in programs not accredited by CACREP need to upload an unofficial transcript when applying.
About the NCC Application

• Coursework
  – Students in programs not accredited by CACREP will need to complete the coursework information by indicating courses they have taken, are taking and will be taking as part of their degree program.

• Ethics
  – By signing the application, students agree to abide by all NBCC policies and procedures, including the NBCC *Code of Ethics*.
  – If a disclosure is made, the Ethics Department will contact the student to provide further instructions regarding necessary documentation.
About the NCC Application

• Payment
  – NBCC accepts debit/credit cards and money orders. Payment in full must be made when the application is submitted.

• Application Review
  – Students will be contacted directly with any questions regarding their application.
  – Students can check the status of their application online.

• The Exam
  – Seven to 10 business days prior to the exam, students receive exam admission information.
  – Exam scores become inactive if additional certification steps are not completed within two years.

A Student Tip Sheet has been included in your materials. Please feel free to share this with your students!
About Certification

• Completing Certification
  – After they have passed the exam and their degree has been conferred, applicants complete the other steps in the NCC application process.

• After Certification
  – NCCs maintain active status by fulfilling continuing education requirements, adhering to the NBCC Code of Ethics, and paying annual recertification fees.
Programs Not Accredited by CACREP

• Keep NBCC informed about curriculum changes.
• The student application includes drop-down boxes that are preloaded with approved courses from your program.
• Send NBCC any changes or updates to courses, course titles, course numbers, etc.
  – Syllabi for new or significantly changed coursework should be sent to chappell@nbcc.org.
Thank You!

• Thank you for your service to future counseling professionals.