



NBCC Approval Statement

The Alabama Counseling Association “ACEP #2001” is an NBCC-Approved Continuing Education Provider (ACEP) and may offer NBCC-approved clock hours for events that meet NBCC requirements. The ACEP solely is responsible for all aspects of the program.

NBCC Approval Guidelines for Alabama Counseling Association Chapter and Division Workshops

Introduction: The Alabama Counseling Association is an NBCC approved provider for professional development hours and may offer clock hours for programs, events, and workshops which meet the criteria for approval by the national board. NBCC guidelines must be followed in order for Chapters and Divisions to be approved to offer professional development workshops. ALCA is solely responsible for every aspect of programs, events, and workshops offered under the ALCA credentials.

The following information will outline specifically what guidelines must be followed in order to have Chapter/Division approved to award NBCC hours for programs or workshops. This information details how to plan and schedule events, apply for the NBCC approval, and ensure that attendees will be eligible to receive NBCC certificates following the event.

NBCC Pre-Approval Guidelines for Workshops and Seminars

1. The activity for which contact hours will be awarded must fall within one of the following NBCC core content areas:
 - a. Counseling Theory/Practice and the Counseling Relationship
 - b. Human Growth and Development
 - c. Social and Cultural Foundations
 - d. Group Dynamics and Counseling
 - e. Career Development and Counseling
 - f. Assessment
 - g. Research and Program Evaluation
 - h. Counselor Professional Identity and Practice Issues
 - i. Wellness and Prevention
2. The workshop or seminar must contain content appropriate for master’s level professionals within the discipline of counseling.
3. Presenters must have a graduate degree in counseling or closely related discipline and be identified using the categories below. If the presenters are not from the helping profession, but the focus is relevant to counseling, a counselor should be a participant or co-presenter in the workshop to relate the material to the counseling field.

Category 1	Category 2	Category 3
a. Presenter must hold a graduate degree in a mental health field from a regionally accredited educational institution b. Presenter must be qualified by appropriate education, experience, and/or training to present/author the subject matter or author the publication concerning the subject matter.	a. Presenter must hold a graduate degree from a regionally accredited educational institution directly related to the subject matter to be presented b. Presenter must be qualified by appropriate education, experience, and/or training to present/author the particular subject matter or author the publication concerning subject matter.	a. Presenter must be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning subject matter.

Additional Qualifying Information:

- Program presenters must qualify under NBCC policy to present/teach the particular content area covered within the workshop or session.
 - Presenters may not use honorary degrees in order to qualify as a presenter/author of a program offered for NBCC credit.
 - Individuals who have obtained academic degrees outside the United States may or may not be qualified to present programs for the NBCC credit. These individuals may be asked to provide the results of an international degree equivalency evaluation. NBCC will then determine if the individual qualifies as a presenter under the NBCC policy and guidelines.
4. If the activity presented is a self-help program in nature, the activity must include clear instructions for use application and relevance to the counseling process and helping profession.
 5. The program must be made available to all members of ALCA or the individual ALCA Chapter or Division.
 6. Only programs hosted by ALCA or ALCA Chapters/Divisions will be approved for NBCC hours. Programs must not be co-hosted or co-sponsored outside of ALCA and its chapters or divisions. Programs planned and conducted by private counselors or organizations will not be approved for NBCC hours.
 7. Poster sessions are not eligible for continuing education hours.
 8. In order to receive credit, sessions within a program or event must last for at least one full hour. It is the responsibility of the program coordinator to ensure that presenters understand this and plan accordingly.
 9. Sessions which are less than one hour in length will not be eligible for NBCC hours.

Pre-Approval Procedures to Obtain NBCC Hours:

1. All materials must be submitted at least 30 days prior to the workshop or program. Advertising is prohibited until the pre-approval process has been completed and the program organizers have received their approval form. Please note all materials must be received for the application to be reviewed and there is a two-week review period.
2. A detailed program description must be written which includes the NBCC Hours Application form:
 - a. Program title
 - b. Goals of the program
 - c. Length of the program
 - d. Description or outline of the program

- e. Date, place, and time of the program
- f. Schedule of sessions and presenter(s) for each session
- g. Identification of NBCC core content area(s) addressed
- h. Evaluation procedure and copy of evaluation form
- i. NBCC Application form to be given to attendees.
- j. Advertising procedure and copy of all advertising forms. Must include the ALCA NBCC statement and NBCC logo. This logo and statement may be obtained from the coordinator or the state ALCA office.

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3. Presenter information for each presenting using the presenter information form:
 - a. Presenter's full name
 - b. Presenter's educational background
 - c. Presenter's credentials (if applicable)
 - d. Identification of NBCC presenter category
 - e. Presenter's job history
 - f. Short vita (1 – 3 pages) of the presenter
4. A letter or e-mail from the President of the chapter(s)/division(s) stating that the program/workshop is an official event of that Chapter/Division that has been voted upon by the Executive Committee of the organization when planning their annual program. All co-sponsoring chapters/ divisions should be included in the application process.
5. Upon receipt of **all** materials, the NBCC Chapter/Division Coordinator or designee will review the submitted materials to determine if the program is in compliance with NBCC guidelines for offering NBCC hours. . Within two weeks of receiving **all** application materials, the NBCC Chapter/Division Coordinator or designee will notify the chapter/division representative regarding approval and the number of NBCC Hours to be awarded.

In order for ALCA Chapters and Divisions to be approved for continuing education, NBCC guidelines must be followed explicitly. The steps below outline the procedures necessary to offer certificates to attendees for NBCC hours. The documentation must be received within ten (10) days of the program completion. It is important to note that NBCC hours will only be awarded for the program portion of the session. Business meetings, registration, meals, and breaks are not eligible to receive hours. These activities must not be included in the program length submitted.

1. Attendance roster(s) signed by participants indicating time of arrival/departure; programs with both morning and afternoon sessions must have a sign-in sheet for both sessions. Attendance roster(s) must use the Program Attendance form that is appropriate for their program. NBCC credit may only be requested for programs/sessions attended in their entirety. Presenters may not receive credit for workshops or parts of workshops that they present.
2. A summary of the feedback received through the evaluation upon completion of the program
3. To apply for NBCC Hours certificate, chapter(s)/division(s) have two choices: (a) have attendees submit their applications individually OR (b) program organizer submits attendee applications with one composite check, applications, and attendance roster.
 - a. Attendees who want to apply for a NBCC Hour certificate should send their individual application for NBCC coordinator with a check made out to "ALCA." The fee for ALCA members is \$5.00; the fee for nonmembers of ALCA is \$20.00.

- b. Chapter(s)/division(s) choosing to collect the fees from all attendees who want NBCC Hour certificates must submit one composite check, attendance roster, and fully completed NBCC Hour applications from those wanting certificates.
4. Attendees must be informed of the NBCC process, including deadlines and fees related to late application or replacement certificates. Certificate fees for applications submitted ALCA members more than 60 days after the date of the program are \$10.00. Late application fees for non-members are \$25.00.
5. The Chapter/Division Professional Development Coordinator will process and mail the NBCC certificates within four weeks after receiving the application and required documentation (attendance roster, summary of evaluations from the Chapter/Division).

Important Notes:

1. Certificates of attendance are not a legitimate substitute for NBCC certificates with NBCC numbers.
2. One hour of NBCC hours equals .1 CEU. Note that the Administrative Code of the Alabama Board of Examiners in Counseling Section 255-X-.03 Continuing Education states that a minimum of forty (40) formal contact clock hours of relevant professional development and experience shall be required for renewal of LPC license (6 clock hours devoted to ethical concerns). **THE CODE REQUIRES 20 AND 40 CONTACT HOURS OF PROFESSIONAL DEVELOPMENT EXPERIENCE.**
3. The ALCA NBCC hour certificate with the ALCA NBCC provider number are accepted by the (a) Alabama Board of Examiners in Counseling, (b) Alabama Board of Examiners in Psychology, and (c) Alabama Board of Examiners in Marriage and Family Therapy.
4. Social work and rehabilitation counselor professional development hours require separate pre-approval. Chapters and divisions wishing to provide professional development for social workers or rehabilitation counselors should apply directly to the Alabama State Board of Social Work Examiners and Commission on Rehabilitation Counselor Certification.
5. Pre-approval for professional development hours for social workers is obtained for the Annual ALCA Conference from the Alabama State Board of Social Work Examiners. Preapproval is NOT obtained for rehabilitation counselors.

All materials should be sent to:

Dr. Debbie Grant
ALCA Chapter and Division Professional Development Coordinator
2705 Royal Lane
Pelham, Alabama 35124
(205) 249-7134
dgrant@hoover.k12.al.us

Please note: The following application documents and forms were created by Elizabeth Hancock. Special thanks for her assistance!

Continuing Education Application

Pre-Approval Application for all Programs, Events, and Workshops held by ALCA Chapter/Divisions

Program Title: _____

Program Sponsor(s): _____

Program Organizer/Contact Person: _____

Contact Person Email & Phone Number: _____

How will CE certificates be offered: _____

Goals of the program: (*minimum of three*)

- 1
- 2
- 3
- 4
- 5

Length of the Program: _____

Description or Outline of the Program: _____

Date/Time(s) of the Program: _____

Location of the Program: _____

Schedule of sessions and presenters for each session: (*attach additional using the format below*)

Session 1:	Session 2: (<i>if applicable</i>)	Session 3: (<i>if applicable</i>)
NBCC core content area(s) addressed:	NBCC core content area(s) addressed:	NBCC core content area(s) addressed:
NBCC presenter category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	NBCC presenter category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	NBCC presenter category <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
Session Goals (<i>Minimum of three</i>):	Session Goals (<i>Minimum of three</i>):	Session Goals (<i>Minimum of three</i>):
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
Session Description/Objective:	Session Description/Objective:	Session Description/Objective:

Signature of Applicant: _____

Date: _____

FOR NBCC COORDINATOR ONLY

Date Application Received: _____

- Materials Received:* Pre-Approval Application Presenter(s) Information Form & Vita
 Letter from Chapter/Division President Sample Evaluation Form Sample Advertising

Continuing Education Application
Presenter Information Form for all Programs, Events, and Workshops held by ALCA
Chapter/Divisions

Program Title: _____
 Program Sponsor(s): _____
 Program Organizer/Contact Person: _____
 Contact Person Email & Phone Number: _____
 Date/Time(s) of the Program: _____

Presenter Information (each presenter must be on separate forms)

Presenter Full Name: _____

Presenter Email/Phone Number: _____

Presenter Education: _____ CACREP Accredited: Yes No

Presenter Education: _____ CACREP Accredited: Yes No

Presenter Licensure/Certifications: _____

Presenter Current Employer: _____ Position: _____ Dates Employed: _____

Presenter Past Employer: _____ Position: _____ Dates Employed: _____

Presenter Past Employer: _____ Position: _____ Dates Employed: _____

Education/Training/Experience Relevant to the Topic:

NBCC Presenter Category: 1 2 3

Category 1	Category 2	Category 3
a) Hold a graduate degree in a mental health field from a regionally accredited educational institution b) Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter	a) Hold a graduate degree from a regionally accredited educational institution directly related to the subject matter presented b) Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter	a) Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter

Additional Presenter Requirements and Restrictions

- a) Each program presenter must qualify under NBCC Policy to teach the particular subject matter presented by that individual
- b) Honorary academic degrees must not be used to qualify a presenter to present or author programs offered for NBCC credit
- c) Individuals who have received academic degrees outside the United States may or may not be qualified to present programs for NBCC credit. Such foreign degreed individuals may be required to submit the results of an international degree equivalency evaluation. NBCC will determine whether the individual qualifies as a presenter under NBCC Policy.

A 1-3 page vita must be included for each presenter.

Sample Evaluation Form

Evaluation Form

Title of Workshop

Date

Chapter and/or Division

0 Not Applicable 1 Strongly Disagree 2 Disagree 3 Agree 4 Strongly Agree

1.	The presentations were relevant to my needs/interests.	0	1	2	3	4
2.	The purpose of the presentations was clear and concise.	0	1	2	3	4
3.	The presentations were well organized.	0	1	2	3	4
4.	There were sufficient examples, visuals, and materials to support the presentation.	0	1	2	3	4
5.	The handouts were useful.	0	1	2	3	4
6.	My knowledge has improved as a result of this presentation.	0	1	2	3	4
7.	The program was relevant to professional counselors	0	1	2	3	4
8.	The presenters had a good command of the subject.	0	1	2	3	4
9.	The presenters handled questions well.	0	1	2	3	4
10.	The presenters were prepared and managed their time well.	0	1	2	3	4
11.	The presenters were knowledgeable	0	1	2	3	4
12.	The meeting room facilities were comfortable or met my needs	0	1	2	3	4

Additional Comments or Feedback:

Evaluation Summary

Program Title: _____

Program Sponsor(s): _____

Program Organizer/Contact Person: _____

Contact Person Email & Phone _____

Number: _____

Date/Time(s) of the Program: _____

0 Not Applicable 1 Strongly Disagree 2 Disagree 3 Agree 4 Strongly Agree
Composite
Score

1.	The presentations were relevant to my needs/interests.
2.	The purpose of the presentations was clear and concise.
3.	The presentations were well organized.
4.	There were sufficient examples, visuals, and materials to support the presentation.
5.	The handouts were useful.
6.	My knowledge has improved as a result of this presentation.
7.	The program was relevant to professional counselors
8.	The presenters had a good command of the subject.
9.	The presenters handled questions well.
10.	The presenters were prepared and managed their time well.
11.	The presenters were knowledgeable
12.	The meeting room facilities were comfortable or met my needs

Comments or Feedback:

