



Distance Credentialed
COUNSELOR™

APPLICATION PACKET

**This application form is interactive.
Download the form to your computer to fill it out.**



CENTER FOR
**CREDENTIALING
& EDUCATION**™

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The Distance Credentialed Counselor (DCC) mark is a trademark of the Center for Credentialing & Education, Inc. (CCE).
CCE® and NBCC® are registered trade and service marks of the National Board for Certified Counselors, Inc.

The Center for Credentialing & Education, Inc. (CCE) values diversity.
There are no barriers to credentialing on the basis of gender, race, creed, age, sexual orientation or national origin.



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TABLE OF CONTENTS

About the DCC Credential	3
What Is a Distance Credentialed Counselor?	
CCE Ethics Policies and Procedures	
Eligibility Requirements	4
Education and Credentialing Requirements	
Training Requirements	
Applying for the DCC	5
Maintaining the DCC	6
DCC Application Form	7
Payment Voucher	11

ABOUT THE DCC CREDENTIAL

WHAT IS A DISTANCE CREDENTIALLED COUNSELOR (DCC)?

The DCC credential identifies individuals working in a wide range of settings who have met the requirements established by the Center for Credentialing & Education, Inc. (CCE) and have satisfactorily completed a CCE-approved distance counseling training program.

Distance Credentialed Counselors have proven expertise in the following areas:

- Knowledge of ethical issues involved in distance counseling;
- Ability to build a strong working relationship with clients via distance methods;
- Commitment to distance counseling best practices and to delivering helpful communications to clients;
- Awareness of legal issues relevant to distance counseling; and
- Knowledge of technology needed for effective distance counseling.

CCE ETHICS POLICIES AND PROCEDURES

DCC applicants and credential holders are responsible for ensuring that their behavior adheres to the standards identified in the NBCC *Code of Ethics* and the NBCC *Policy Regarding the Provision of Distance Professional Services*.

Whether you are an applicant or credential holder, you are required to disclose any of the following types of matters:

- Criminal charge (Note: You do not need to disclose traffic charges unless they involve drugs or alcohol or injury to person or property.)
- Legal action related to business or occupational activities in which you are named as a defendant
- Grievance by any government entity or professional organization
- Employment termination due to conduct
- Probation or removal from any graduate program for reasons unrelated to grades

Written disclosures must be received within 60 days of you becoming aware of the required disclosure, unless you are an applicant and are disclosing a previously concluded matter. In such cases, the disclosure and required documentation must be submitted with your application

An applicant must complete all portions of the DCC application, including the ethics attestation and the Applicant Agreement & Release Authorization. Disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosures do not automatically render an individual ineligible for credentialing. CCE reserves the right to deny eligibility based on an ethics review. Application fees are not refundable when an application is rejected.

Your disclosure must be submitted in writing with your application. Please seal your written statement and supporting documentation in an envelope marked “CCE Ethics Department.”

Your written submission must include relevant documentation, including copies of the charges, outcomes and paperwork indicating that required actions have been completed. Documentation regarding this varies depending on the type of matter. Please refer to www.cce-global.org/Prof/Ethics for samples, answers to frequently asked questions, and policies.

ELIGIBILITY REQUIREMENTS

EDUCATION AND CREDENTIALING REQUIREMENTS

Credentialing as a DCC requires the following:

- A master's degree in counseling or a related mental health field from a regionally accredited college or university;
- Full and current licensure to practice counseling or a related field (approved by CCE) in the state or country in which the candidate resides or works and/or full and current certification as a National Certified Counselor (NCC) in good standing; and
- Adherence to the NBCC *Code of Ethics* and NBCC *Policy Regarding the Provision of Distance Professional Services*.

Applicants with non-U.S. degrees: If you earned your degree(s) outside the United States, you will need to have the degree(s) evaluated by an international transcript evaluation service and submit the results to CCE with your application. CCE accepts evaluations completed by World Education Services, Inc.; Educational Credential Evaluators, Inc.; and American Association of Collegiate Registrars and Admissions Officers International Education Services.

Applicants with non-U.S. credentials: If you hold a credential or license from outside the United States, you will need to arrange to have a notarized English translation of the document sent directly to CCE from a translation service. CCE accepts translations completed by CHICLE Language Institute (www.chi-cle.com).

TRAINING REQUIREMENTS

Your application must include documentation of successful completion of an approved Distance Credentialed Counselor training program within the last five years.

The DCC training program content includes the following:

- The rationale for distance counseling services;
- Building a strong working relationship using distance counseling methods;
- Planning and stages within distance counseling relationships;
- How to incorporate distance counseling methods within the current work setting;
- Distance counseling case management;
- Ethical and legal issues; and
- Approaches to difficult situations, technology methods, and assessing outcomes and client satisfaction.

For information regarding the training, go to www.cce-global.org/DCC/Training.

APPLYING FOR THE DCC

THE APPLICATION PROCESS

APPLICATION PROCESSING TIMELINE

Once your application is received, it will go through the following steps:

Processing Step	Business Days
Payment processing and account setup	3–5
Data entry and application review*	12–13
Total Processing Time:	15–18

*All applications are reviewed in the order received. If your application requires review by the Ethics Department, or if additional information is needed to complete the review, this step may take longer.

If you have questions regarding the DCC application and credential, contact CCE:

Telephone: 336-482-2856

Fax: 336-482-2852

E-mail: CredentialInfo@cce-global.org

Information about all of CCE's credentials is available at www.cce-global.org.

SUBMITTING YOUR APPLICATION

You have two options for submitting your application:

Mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223

Fax: 336-482-2852

- Please be sure to include the application fee. (This fee is nonrefundable and nontransferable.)
- All application materials must be submitted in English.
- All application materials should be submitted to CCE in one packet.
- If you are mailing your application, be sure to make copies of all your application materials before submitting the originals to CCE.

CURRENT DCC CREDENTIAL AND MAINTENANCE FEES

Fees are nonrefundable and nontransferable.

Application fee: \$100 (U.S. dollars)

Annual maintenance fee: \$40 (U.S. dollars)

DCC RECREDENTIALING REQUIREMENTS

The DCC credential is valid for five years as long as you comply with CCE policies and procedures. DCC credential holders must pay annual maintenance fees and recredential at the end of five years to maintain the credential. CCE will mail you a recredentialing form approximately six weeks before the credential expiration date. In order to maintain the credential, you need to satisfy the following requirements:

1. Complete 20 hours of continuing education specific to counseling or mental health. At least five hours must focus on distance counseling. Each year, a random sample of 10 percent of all recredentialing DCCs is audited. If you are selected for audit, you will need to submit copies of course attendance certificates and/or other continuing education documentation as part of this review.
2. Accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization.
3. Pay the annual maintenance fee. Payment means you agree to continue to adhere to the NBCC *Code of Ethics* and report any charge or complaint about a criminal, civil, state board or other professional disciplinary matter(s) within 60 days of your knowledge of the complaint or charge.

DCC REINSTATEMENT REQUIREMENTS

If your DCC credential becomes inactive or expires, you will need to submit a **reinstatement application** along with the following in order to retain it:

- DCC reinstatement fee (currently \$50)
- Payment of any past-due fees
- Documentation of 20 hours of continuing education (if expired)



DCC APPLICATION FORM

PLEASE FILL OUT ELECTRONICALLY OR PRINT CLEARLY

1. First Name, MI: _____

Last Name: _____

Previous Name(s): _____

2. Street Address: _____

City, State/Province: _____

ZIP/Postal Code, Country: _____

3. Home Telephone: _____

Business Telephone: _____

Fax: _____

FOR OFFICE USE ONLY
REF.#1: _____
BATCH #1: _____
DATE: _____
AMOUNT: _____

4. E-mail: _____

Check here if you do NOT want your contact information shared with continuing education providers.

5. I am interested in volunteering for marketing efforts standards development.

6. Ethnic Origin: African American Native American Asian Caucasian
(optional—for statistical purposes only) Hispanic/Latino Native Hawaiian Multiracial Other

7. Gender: Male Female

8. Date of Birth: _____
(mm/dd/yyyy)

9. How did you hear about the DCC credential? _____

10. Education/Degree (attach a copy of transcript*):

Highest Degree Earned	Date Degree Received	Major	Attendance Dates mm/yyyy to mm/yyyy	Institution Name and City/State

11. Licenses/Certifications (including NCC). Attach a copy of license/certificate. Use additional pages if necessary.

State	License/Certificate Type	License/Certificate Number	Issue Date	Expiration Date

12. DCC Training Program:

DCC Training Dates mm/dd/yyyy	Training Provider Name

***Note: National Certified Counselors (NCCs) do not need to send copies of transcripts, licenses or certifications.**

13. Ethics Attestation (You must respond to each statement below):

1. Have you ever been or are you currently charged with a criminal offense? YES NO
2. Have you ever been or are you currently a defendant in any type of legal action related to your business or occupational activities? YES NO
3. Have you ever been or are you currently the subject of any complaint matter or disciplinary review by any government entity or professional organization? YES NO
4. Have you ever been terminated or discharged from employment for conduct reasons? YES NO
5. Have you ever been placed on probation or removed from any graduate program in which you were enrolled for reasons unrelated to grades? YES NO

If you answered “YES” to any of the above questions, you must include a complete, detailed explanation related to the response. You must also provide copies of relevant documentation, such as copies of the complaint, pleadings and compliance with final orders.

Place these materials in a sealed envelope marked “Attention: Ethics Department” and return with your application. Failure to provide required information will delay the processing of your application.

All CCE applicants are required to submit written disclosures of any:

- Criminal offense. (Note: You do not need to disclose traffic charges unless they involve drugs, alcohol, or injury to person or property.)
- Legal action related to business or occupational activities in which he or she is named as a defendant.
- Complaint matter or disciplinary review by any government entity or professional organization.
- Employment terminations due to conduct.
- Probation or removal from any graduate program for reasons unrelated to grades.

I have read the reminder of the required disclosures (above) and have submitted the required written disclosures to CCE.

YES NO

14. Applicant Agreement & Release Authorization:

All information I provided in this application, including supporting documentation, is accurate and complete to the best of my knowledge. If I have knowledge of any changes concerning my responses in this application, including my responses in the Ethics Attestation above, I agree to report this to CCE in writing within 60 days.

I agree that CCE has the right to contact any person or organization regarding this application, and I authorize the release of any information requested by CCE to verify the accuracy. I understand that all application materials become the property of CCE and will not be returned.

I understand that credentialing through CCE depends upon my fulfillment of all required criteria and compliance with CCE policies, which include the NBCC Code of Ethics, NBCC Policy Regarding the Provision of Distance Professional Services and the CCE credential mark and trademark use policy. I understand that credentialing does not create membership in CCE. I understand that CCE credentialing is personal to me and may not be transferred to another individual or group.

I understand that professional biographical and credential data is considered public information and will be made available in response to public inquiries. I agree that data related to my participation in CCE credentialing may be used for research and statistical purposes.

I recognize that any credential granted by CCE does not represent licensure or other authorization to practice business activities for a fee. I release CCE from all liability and claims arising from any professional activity.

Signature: _____ Date: _____

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