



Human Services-Board Certified  
**PRACTITIONER**<sup>TM</sup>

## REINSTATEMENT APPLICATION

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



CENTER FOR  
**CREDENTIALING  
& EDUCATION**<sup>TM</sup>

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

# REINSTATING THE CERTIFICATION

## HS-BCP REINSTATEMENT

To reinstate your inactive or expired HS-BCP certification, you will need to take the following steps:

- Submit a reinstatement application
- Pay the HS-BCP reinstatement fee (currently \$50)
- Pay any past-due fees
- Document 60 hours of continuing education (if expired)
- Accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization

## MAINTAINING THE HS-BCP CERTIFICATION

The HS-BCP certification is valid for five years as long as you comply with CCE policies and procedures. HS-BCP certificants must pay annual maintenance fees and recertify at the end of five years to maintain the certification.

**Annual maintenance fee:** Currently \$40

You will receive an annual maintenance fee notice approximately six weeks before the certification anniversary date. If you have any concerns about your invoice, please contact CCE. Please be sure to pay the annual maintenance fee by the due date in order to maintain active status.

Payment means you agree to continue to adhere to the HS-BCP *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.

## RECERTIFICATION AND CONTINUING EDUCATION

Recertification is necessary every five years to retain your certification. The recertification process and its components are described below:

- HS-BCPs must complete 60 continuing education hours specific to the HS-BCP competency areas, including a minimum of six clock hours specific to ethics, during each five-year certification period. You may be required to provide copies of certificates of attendance and other documentation of continuing education.
- Recertification notices and instructions are mailed in conjunction with the annual maintenance fee. Please see the annual maintenance fee information above for details.
- You must accept and sign the Ethics Attestation and Applicant Agreement & Release Authorization.

# CCE ETHICS POLICIES AND PROCEDURES

HS-BCP applicants and credential holders are responsible for ensuring that their behavior adheres to the standards identified in the HS-BCP *Code of Ethics*.

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 HS-BCP 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](http://www.cce-global.org/Prof/Ethics) for samples, answers to frequently asked questions, and policies.



# REINSTATEMENT APPLICATION FORM

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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: \_\_\_\_\_
4. E-mail: \_\_\_\_\_ ☐ Please check here if you do NOT want your contact information shared with continuing education providers.
5. I am interested in volunteering for ☐ marketing efforts ☐ examination development ☐ standards development.
6. Ethics Attestation  
Please 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.

## FOR OFFICE USE ONLY

REF.#: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ BATCH #: \_\_\_\_\_ DATE: \_\_\_\_\_

# REINSTATEMENT APPLICATION FORM

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Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

## 7. Applicant Agreement & Release Authorization

*All information I provide 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, 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 certification through CCE depends upon my fulfillment of all required criteria and compliance with CCE policies, which include the HS-BCP Code of Ethics and the certification mark and trademark use policy. I understand that certification does not create membership in CCE. I understand that CCE certification is personal to me and may not be transferred to another individual or group.*

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

*I recognize that any certification 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.*

## 8. Continuing Education Requirement

*By signing this document, I certify that I have completed the 60 continuing education clock hours required for recertification, OR that my status is currently inactive but not expired; therefore, I agree to comply with the continuing education maintenance requirement.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date (mm/dd/yyyy)



## PAYMENT VOUCHER

### REINSTATEMENT APPLICATION FEE: CURRENTLY \$50

- Please submit payment of past-due balance listed on the HS-BCP recertification/late notice in addition to the \$50 Reinstatement Application fee.
- All fees must be paid in U.S. dollars.
- CCE will review your application packet within six weeks of receipt.
- You will be notified of your status and informed if further information is needed.

### METHOD OF PAYMENT

Applicant's Name: \_\_\_\_\_

Telephone:      Day: \_\_\_\_\_      Evening: \_\_\_\_\_

☐ Enclosed is a check or money order payable to CCE in the amount of \$\_\_\_\_\_ (U.S. dollars).

☐ Please charge the credit card listed below in the amount of \$\_\_\_\_\_ (U.S. dollars).

Card Type:      ☐ VISA      ☐ MasterCard      ☐ American Express

Name on Card: \_\_\_\_\_

Account Number: 

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Card Security Code (from back of card): 

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Expiration Date: 

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Cardholder Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

#### Submit your application and payment

- By mail: CCE; P.O. Box 63223; Charlotte, NC 28263-3223
- By fax: 336-482-2852

**If you are mailing your application, be sure to make copies of all your application materials before submitting the originals. CCE cannot return any forms or documents to you or to a third party.**