

2010 APPLICATION PACKET



The DCC is offered by the Center for Credentialing & Education, Inc. (CCE) in collaboration with ReadyMinds, the leading provider of Distance Career Counseling Training.

The computer and the telephone are invaluable tools in the workplace and in the home. It's not surprising that they have emerged as invaluable tools in the world of counseling as well. As distance methods grow in popularity, the need for standards of practice and specialized training also grows. To address these issues, ReadyMinds and CCE are pleased to offer a specialized training and credentialing opportunity.

INCLUDED IN THIS PACKET

- Certification Requirements
- Recertification Requirements
- Application Form
- Fee Information
- Code of Ethics
- Areas of Competency

Visit www.readyminds.com/dcc for DCC training information.



CENTER FOR
**CREDENTIALING
& EDUCATION**

3 TERRACE WAY
GREENSBORO, NORTH CAROLINA 27403-3660 USA
TEL: 336-482-2856 * FAX: 336-482-2852
www.cce-global.org * cce@cce-global.org

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 certification on the basis of gender, race, creed, age, sexual orientation or national origin.

What Is a Distance Credentialed Counselor?

The DCC credential designates individuals working in a wide range of settings who have met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE) and have satisfactorily completed the CCE-approved ReadyMinds training program. This credential sets the standard in the evolving practice of distance counseling.

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 best distance counseling practices and to delivering helpful communications to clients
- Awareness of legal issues relevant to distance counseling
- Knowledge of technology needed for effective distance counseling

Inquiries

The application review process takes approximately four to six weeks from the date an application is received. When an application review is complete, CCE sends written notification of the status of the application. This notification is sent via postal mail. If additional documentation is required, the file is placed back into the queue for a second review when the documentation arrives. For this reason, it is best to include all required documentation with the initial application.

If you have specific questions regarding DCC certification, you can contact CCE at:

CCE
3 Terrace Way
Greensboro, NC 27403-3660
Tel: 336-482-2856
Fax: 336-482-2852
E-mail: cce@cce-global.org

Information is also available on CCE's Web site: www.cce-global.org

Application packets should be sent to:

CCE
PO Box 77759
Greensboro, NC 27417-7759 USA

Obtaining a DCC Credential

Education and Credentialing Requirements

- A master's degree in counseling or a related mental health field from a regionally accredited college or university
- AND-
- Full and current licensure to practice counseling or a related field (as 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.

Non-U.S. Degree Equivalency Note: Candidates who earned degrees outside the United States must have the degree(s) evaluated by an international transcript evaluation service and must submit the results to CCE with the application. CCE accepts evaluations completed by World Education Services, Inc., Educational Credential Evaluators, Inc., and American Association of Collegiate Registrars and Admissions Officers' Office of International Education Services.

Non-U.S. License or Credential Note: Candidates who hold a full and current credential in counseling or a related field in a non-U.S. country must submit a copy of the credential document with their application. The applicant must also arrange to have a notarized English translation of the document sent directly to CCE from a translation service. CCE accepts translations completed by CHICLE (www.chi-cle.com).

Training Requirements

Proof of successful completion of the two-day, 15-hour Distance Credentialed Counselor Training Program offered by ReadyMinds. CCE selected ReadyMinds, the leading provider of distance career counseling, to provide the training.

Training program content includes:

- 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.readyminds.com/dcc
or contact ReadyMinds at (888) 225-8248.

Application Fees

DCC Application Review Fee **\$25 USD*****

*** All fees are nonrefundable. If the application fee was paid at the time of registration, no payment is due with your application.

DCC Annual Renewal and Recertification

Annual Maintenance Fee

The annual maintenance fee for DCC certificate holders is \$35. Each year, annual fee notices are sent on June 15 and due by July 31. DCC certificate holders who do not receive an annual fee notification by July 1 should contact CCE right away. If CCE does not receive payment by July 31, certification becomes inactive. When a certification becomes inactive, a reinstatement application, \$50 reinstatement fee, and full payment of past due balances are required.

DCC Code of Ethics

As a Distance Credentialed Counselor (DCC) you are responsible for reading, understanding, and ensuring that your practice is consistent with the NBCC *Code of Ethics*. Just as state licensing boards have adopted certain proven codes of ethics rather than develop new ones, the CCE Board of Directors, with approval from the National Board for Certified Counselors (NBCC), has adopted the NBCC *Code of Ethics* and NBCC's *The Practice of Internet Counseling* for those practicing as DCCs. The processing and adjudication of ethics complaints made against those certified as DCCs will be performed in accordance with the CCE *Ethics Case Procedures*. These documents are available for your review on the CCE Web site at www.cce-global.org.

Recertification

All DCC certificates expire on July 31, five years after the year of initial certification. At that time, certificate holders are required to recertify.

In order to recertify, DCC certificate holders must:

- Adhere to the NBCC *Code of Ethics* and NBCC's *The Practice of Internet Counseling* at all times.
- Complete 20 hours of continuing education hours for every five years of certification. Fifteen (15) of the 20 hours can be counseling or mental health specific. At least five (5) hours must focus on distance counseling.
- Sign and return a statement attesting to having completed the required continuing education and following the NBCC *Code of Ethics* and NBCC's *The Practice of Internet Counseling*. This attestation must be returned to CCE along with the fees due. Both must be received prior to the certification expiration date. CCE sends recertification notices with instruction via postal mail on June 15 of the year in which the certification is due to expire. This notification is sent along with the annual fee notice. DCC certificate holders who do not receive a recertification notice by July 1 during the year the certificate is due to expire should contact CCE right away. If CCE does not receive the signed recertification attestation and payment by the expiration date on the certificate, the certification will expire. When a certificate expires, a reinstatement application, \$50 reinstatement fee, documentation of 20 hours of continuing education, and full payment of any past due balance is required for reinstatement.
- Provide documentation of continuing education hours if selected for audit. Notification and instructions are included in the recertification notice for those DCC certificate holders selected for audit.



Mail completed application packet and payment to:
 CCE
 PO Box 77759
 Greensboro, NC 27417-7759 USA

Certification Application Form

PLEASE PRINT CLEARLY

- 1. *First Name:* _____
- 2. *Last Name:* _____
- 3. *Home Address:* _____
City, State/Province: _____
ZIP/Postal Code, Country: _____
- 4. *Business Address:* _____
City, State/ Province: _____
ZIP/Postal Code, Country: _____
- 5. *Home Phone:* _____
- 6. *Business Phone/Ext.:* _____
- 7. *E-mail:* _____

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

CCE may publish the certificant's name, location and e-mail address on the DCC Web site and will be sending updates/correspondence via e-mail in the near future. Please check if you DO NOT want your e-mail address published.

8. *Gender:* *Male* *Female* 9. *Date of Birth:* _____
(mm/dd/yyyy)

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

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

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

Licenses/Certifications (attach a copy of license/certificate). Use additional pages if necessary:

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

DCC Training Program (attach a copy of the Letter of Recognition from ReadyMinds):

DCC Training Dates mm/dd/yyyy	Training location City/State

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

10. Ethics Certification and Attestation (You must respond to each statement):

- | | | |
|--|------------------------------|-----------------------------|
| 1. I agree to give CCE written notice of any home or business address change within sixty (60) days. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. I understand and agree that I am obligated to report in writing any changes concerning my responses to this application to CCE within sixty (60) days. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. I agree to act in accordance with the National Board for Certified Counselors <i>Code of Ethics</i> , NBCC's <i>The Practice of Internet Counseling</i> , CCE <i>Ethics Case Procedures</i> and CCE policies. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. I have specifically identified to CCE all professional and occupational licenses, certifications, registrations, or other credentials that I hold; and all memberships in professional and occupational organizations and associations. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. My past record is free of any charge or complaint related to governmental, regulatory or professional organizations. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. My past record is free of any charge or violation of any criminal or quasi-criminal act or civil litigation. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Note: Provide an accurate and complete explanation of the circumstances related to any "No" responses above and the final disposition(s) for matters related to Section 10, items 4, 5 and 6. Place the materials in a sealed envelope marked "ETHICS" and return with your application. Failure to provide required information may delay the processing of your application.

Applicant Certification and Agreement/ Release Authorization

I certify that the information provided in this application is accurate and complete to the best of my knowledge. I agree that CCE has the right to contact any person or organization in reviewing this application. I authorize the release of any professional information requested by CCE in reviewing this application. I further agree that CCE has the right to communicate with related occupational organizations about this application.

I understand that any certification granted by CCE does not entitle me to state licensure. I release CCE from all liability and claims arising from any occupational activity. I understand that CCE credentialing depends upon my fulfillment of all required criteria including compliance with the NBCC *Code of Ethics* and the NBCC's *The Practice of Internet Counseling*.

I agree to report within 60 days of my knowledge, the following matters related to me:

- Any formal charge, complaint or conviction related to a criminal, quasi-criminal or civil action;
- Any other charge or complaint by a regulatory or professional organization, including any corrective action(s) issued, related to my professional practice.

I understand that professional biographical data and credential data is considered to be public information. I further agree that for research and statistical purposes only, data resulting from my participation in the CCE credentialing process may be used. I understand that all application materials become the property of CCE and will not be returned.

In the event that my credential has a special sanction, I agree to comply with all directives of the CCE ethics office or the CCE Board of Directors.

Signature: _____ Date: _____

ORIGINAL SIGNATURES ONLY - COPIES WILL NOT BE ACCEPTED

Documentation Checklist

- I have enclosed all of the following materials with this application. (Please DO NOT mail items separately.)
- Completed Application Forms (page 5-6)
 - Copy of transcript (s) (see page 3) - not required for NCC's
 - Copy of professional credential(s) (see page 3) - not required for NCC's
 - Copy of ReadyMinds Letter of Recognition verifying completion of DCC Training (see page 3)
 - Payment Voucher (page 7)



Mail completed application packet and payment to:
CCE
PO Box 77759
Greensboro, North Carolina 27417-7759 USA

Payment Voucher

- **Do not complete this voucher if application fee payment was made at the time of training registration.**
- All fees must be paid in U.S. dollars.
- All fees are nonrefundable and nontransferable.
- You will be notified in writing of your status and if further information is needed.

Method of Payment for the DCC Application Fee

Applicant's Name: _____

Telephone DAY _____ EVENING _____

Enclosed is a check or money order - payable to CCE - in the amount of \$25 (USD).

Please charge the credit card as listed below in the amount of \$25 (USD).

Card Type: VISA MasterCard American Express

Name on Card: _____

Acct. #: Exp. Date: /

Card Security Code* (from back of card):

Cardholder Signature: _____ Date (mm/dd/yyyy): _____

*** How to find your Card Security Code Numbers:**

On a Visa or MasterCard: Turn your card over and look in the signature strip. You will find either the entire 16-digit string of your card number OR just the last four digits, followed by a space, followed by a three-digit number. The three-digit number is your card security code (CID).

On an American Express Card: the CID number is a four-digit number that appears above the end of your card number. Please leave the designated space blank if your card does not have a code.