



nbcc

The National Board for Certified Counselors, Inc.

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The National Board for Certified Counselors values diversity. There are no barriers to certification on the basis of gender, race, creed, age, sexual orientation or national origin

Important Continuing Education Policy Change

It has come to the attention of the NBCC Board of Directors that, although most continuing education providers offer a certificate of attendance at no charge, some have been charging a fee for this service to NCCs. As of April 28, 1998, NCCs who do not wish to pay that fee for a certificate may now use this form in order to document continuing education contact hours. This form may also be used in cases where the sponsor does not provide documentation of attendance. Please read the form carefully before using it. **Copy it as needed.** New forms may be requested from the NBCC Fax Information Line (1-800-324-6222, doc# 4111) or copied from the NBCC Web page. **Completed copies of this form and the other required documents should be placed in your NBCC Continuing Education File folder.**

Contact Hour Verification Form

1. Name of continuing education activity: _____

_____ Date _____

2. Location _____ Sponsor Phone Number _____

3. Number of clock hours of training or instruction (not including meals) _____

4. Sponsoring Organization: _____

Address: _____

Name of NCC attending activity (please print)

I attest that the above-named person attended this continuing education activity.

5. Signature of verifying person _____

Check one: Person from Sponsoring Organization _____ Professional Colleague _____
(If verifying person is a professional colleague, please supply phone number _____)

6. Checklist of other REQUIRED documentation:

_____ copy of program or agenda (for single session program)

OR

copies of the front page and other appropriate pages of the program booklet from a multiple session conference reflecting the sessions attended (Sessions attended should be highlighted.)

_____ copy of registration form

I attest that the above information accurately reflects my attendance at the stated activity

Signature of NCC

NCC #

Date