



The DCC is offered by the Center for Credentialing & Education, Inc. (CCE) in collaboration with ReadyMinds, the leading provider of distance career counseling training.



CENTER FOR
**CREDENTIALING
& EDUCATION**™

3 TERRACE WAY
GREENSBORO, NC 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.



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Be sure to make copies of all your forms and documents (except the sealed transcript) before mailing your application. CCE will not return any forms or documents to you or to a third party once your application has been submitted.

WHAT IS A DISTANCE CREDENTIALLED COUNSELOR (DCC)?

The DCC credential identifies individuals working in a wide range of settings who have met the requirements set forth by the Center for Credentialing & Education, Inc. (CCE) and who have satisfactorily completed the CCE-approved ReadyMinds 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
- Knowledge of technology needed for effective distance counseling

ABOUT THE APPLICATION PROCESS

The application review process takes 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–DCC
P.O. Box 77759
Greensboro, NC 27417-7759 USA

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

APPLICATION FEE

DCC Application Review Fee: **\$25 (U.S. dollars)***

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

ANNUAL MAINTENANCE FEE

The annual maintenance fee for DCC certificants is \$35. Each year, annual fee notices are sent on June 15 and due by July 31. DCC certificants 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.

CCE ETHICS POLICIES AND PROCEDURES

DCC applicants and certificants are responsible for ensuring that their practice is consistent with the ethical standards approved by the CCE Board of Directors. Just as state licensure 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* as the minimum conduct standards for DCC applicants and certificants.

An applicant must complete all portions of the DCC application, including the Ethics Certification and Attestation and the Applicant Certification and Agreement/Release Authorization. Application disclosures and other ethics matters are reviewed in accordance with CCE procedures. Disclosure do not automatically render an individual ineligible for certification. CCE reserves the right to deny eligibility based on an ethics disclosure. Application fees are not refundable when an application is rejected.

The *Credential Eligibility Policy Relating to Criminal or Lesser Offense Convictions and Other Disciplinary Matters*, the *CCE Ethics Case Procedures* and the conduct standards are available for your review on the CCE Web site at www.cce-global.org.

RECERTIFICATION

Current DCC certifications expire on July 31 at the conclusion of a five-year period. At that time, current certificants must complete the recertification process.

In order to recertify, DCC certificants must do the following:

- 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 of the 20 hours can be counseling or mental health specific. At least five hours must focus on distance counseling.
- Sign and return a statement attesting to completion of the required continuing education and continued adherence to 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 certificants 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 certificants selected for audit.



PLEASE PRINT CLEARLY IN BLUE INK

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: _____
Preferred Mailing Address: ☐ Home ☐ Business
5. Home Telephone: _____
6. Business Telephone/Ext.: _____
7. E-mail: _____
8. Gender: ☐ Male ☐ Female
9. Date of Birth: _____
(mm/dd/yyyy)
10. How did you hear about the DCC credential? _____

☐ 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.

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 and City/State

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

MAILING INSTRUCTIONS

Mail completed application packet and payment to
CCE
P.O. Box 77759
Greensboro, NC 27417-7759
USA

FOR OFFICE USE ONLY

REF.#: _____

AMOUNT: _____

BATCH #: _____

DATE: _____

DCC APPLICATION FORM (page 1 of 2)

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

- | | | |
|--|------------------------------|-----------------------------|
| a. I understand that I am required 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 |
| b. I agree to act in accordance with the CCE policies including the <i>Ethics Case Procedures</i> and the approved ethical codes, the NBCC <i>Code of Ethics</i> , NBCC's <i>The Practice of Internet Counseling</i> . | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c. I have specifically identified to CCE all professional and occupational licenses and credentials. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d. 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 |
| e. My past record is free of any charge or violation of any criminal or legal matter. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Note: Please provide a complete, detailed explanation of the circumstances related to "No" responses in items d or e above. You should also provide copies of the final disposition(s). Place the materials in a sealed envelope marked "ETHICS" and return with your application. Failure to provide required information will delay the processing of your application.

12. Applicant Certification and Agreement/Release Authorization:

I certify that the information provided in this application is accurate to the best of my knowledge.

I agree that CCE has the right to contact any person or organization in reviewing this application, and I authorize the release of any information requested by CCE to verify the accuracy of information provided. I further agree that CCE has the right to communicate with pertinent organizations about this application.

I understand that credentialing through CCE depends on my fulfillment of all required criteria including compliance with the NBCC *Code of Ethics* and NBCC's *The Practice of Internet Counseling*. I understand that CCE certification does not create membership or other similar rights with CCE including the right to use CCE trademarks. I agree to comply with all CCE policies including my use of CCE designation marks.

I understand that certification through CCE is personal to me and may not be transferred to another individual or group. I also understand that any certification granted by CCE does not represent licensure or other authorization to practice business activities for a fee or otherwise. I release CCE and its representatives from all liability and claims arising from any occupational activity.

I agree to provide CCE with written notice within sixty (60) days of my knowledge the following:

- Any home or business address, telephone or e-mail change
- Any modifications to this application
- Any formal charge or complaint related to a criminal or legal action
- Any other charge or complaint by a regulatory or professional organization related to my practice
- Any other court or governmental matter related to my occupational 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 that neither the originals nor photocopies will 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 IN BLUE INK 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
- ☐ Copy of transcript (s)—not required for NCCs
- ☐ Copy of professional credential(s)—not required for NCCs
- ☐ Copy of ReadyMinds Letter of Recognition verifying completion of DCC Training
- ☐ Payment Voucher



PLEASE PRINT CLEARLY IN BLUE INK

- **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 (U.S. dollars).
- ☐ Please charge the credit card as listed below in the amount of \$25 (U.S. dollars).

Card Type: ☐ VISA ☐ MasterCard ☐ American Express

Name on Card: _____

Acct. #:

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Card Security Code (from back of card):

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Exp. Date:

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 /

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

MAILING INSTRUCTIONS:

Mail completed application
packet and payment to
CCE
P.O. Box 77759
Greensboro, NC 27417-7759
USA

PAYMENT VOUCHER