

# 2009 APPLICATION PACKET



The DCC is offered by the Center for Credentialing and 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](http://www.readyminds.com/dcc) for DCC training information



CENTER FOR  
**CREDENTIALING  
& EDUCATION**™

3 TERRACE WAY  
GREENSBORO, NORTH CAROLINA 27403-3660 USA  
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[www.cce-global.org](http://www.cce-global.org) \* [cce@cce-global.org](mailto: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 and 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 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](mailto:cce@cce-global.org)

Information is also available on CCE's web site: [www.cce-global.org](http://www.cce-global.org)

### **Application packets should be sent to:**

CCE  
PO Box 77759  
Greensboro, NC 27417-7759 USA

# Obtaining a DCC Credential

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## Education and Credentialing Requirements

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- An earned 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 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](http://www.chi-cle.com)).

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## Training Requirements

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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;
- Approaches to difficult situations, technology methods, and assessing outcomes and client satisfaction.

For information regarding the training go to [www.readyminds.com/dcc](http://www.readyminds.com/dcc)  
or contact ReadyMinds at (888) 225-8248.

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## Application Fees

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

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

# DCC Annual Renewal and Recertification

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## Annual Maintenance Fee

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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.

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## DCC Code Of Ethics

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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 the NBCC Ethical Requirements for 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](http://www.cce-global.org).

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## Recertification

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All DCC certificates expire on July 31, five years following 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 Ethical Requirements for 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 Ethical Requirements for 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.



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## Documentation Checklist

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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 NCCs
- Copy of Professional Credential(s) (see page 3) - not required for NCCs
- Copy of ReadyMinds Letter of Recognition verifying completion of DCC Training (see page 3)
- Payment Voucher (page 7) if you did not pay the DCC application fee with your training registration fee.

I agree that by submitting this application to CCE:

- a) I will fulfill the continuing education requirements for my DCC credential.
- b) I have read and will abide by the National Board for Certified Counselors Code of Ethics and the NBCC Ethical Requirements for the Practice of Internet Counseling.
- c) I have reported to CCE and will report within sixty (60) days any legal and professional/occupational matters, proceedings, lawsuits, administrative agency actions, settlements, agreements, or organizational actions relating to me or my DCC practice, including all complaints relating to my DCC activities and matters or proceedings involving, but not limited to, criminal charges, lesser offenses, credentialing malpractice, disciplinary, ethics, or similar matter(s).

I accept responsibility for keeping myself aware of the most current requirements pertaining to (a) and (b) above. I will inform CCE within thirty (30) days of any changes in my permanent address and phone numbers.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ORIGINAL SIGNATURES ONLY - COPIES WILL NOT BE ACCEPTED**

