

Registered Credential Training Provider (RCTP)

Part 1

**For your convenience, this is a fillable application.
Please download the form to your computer to fill it out.**

Name of Organization: _____

CCE Credential: _____

Submitted by: _____ Date: _____

RCTP Application (Part I) Checklist

All of the following materials must be received by CCE before the review process for Part 1 of the RCTP Application can begin:

- ☐ **RCTP Requirements**
Please check here to indicate that you have read all of the requirements for the RCTP Program. The requirements can be found in the [CCE Registered Credential Training Provider Program Policy](#).
- ☐ **RCTP Application (Part 1)**
The application form must be *completed, signed, and dated*. Applications will be returned if incomplete.
- ☐ **Application Fee**
This fee is nonrefundable and nontransferable. Please see p. 5 of the RCTP Application for details on how to submit the application fee. CCE accepts payment via our online portal, [Xpress-pay](#).
- ☐ **Provider Policies**
Provide copies of the following policies. Refer to Section B of the [CCE Registered Credential Training Provider Program Policy](#) for specific details.
 - Fees, refunds, and cancellations (Section B.11)
 - Complaints, disputes resolutions (Section B.12)
 - Disability accommodations (Section B.7)

How did you hear about the RCTP program?

- ☐ RCTP Website
- ☐ Internet Search
- ☐ Referral
- ☐ Conference (please let us know which one) _____

CCE will take reasonable measures to keep all information shared as part of the credential training application process confidential. Such information will only be distributed to and/or reviewed by CCE staff who have a need to review and evaluate the information.

RCTP Application (Part 1)

The Registered Credential Training Provider (RCTP) program is for educational and training providers to offer approved training programs and courses that qualify applicants for CCE credential eligibility credit. The RCTP application process includes two parts: Part 1 of the application reviews the overall administration and structure of the training courses, and Part 2 of the application reviews the program documentation and content. Following an initial evaluation of your application, CCE will notify your authorized representative on the outcomes and how to proceed with the documentation phase to complete the review process.

Submission of a completed application does not guarantee approval. CCE will not pre-review applications or programs. Application or program management cannot be delegated to another entity.

Registered Credential Training Provider Information

Name of Organization: _____

Mailing Address: _____ City, State, ZIP Code: _____

Physical Address (if different from above): _____

Name of Training Program: _____

Program Website (URL): _____

Business Email(s): _____ Tel. no(s): _____

Primary Executives and Titles: _____

Primary Executives' Email Addresses: _____

RCTP Program Administrator Information

The organization must designate a representative to serve as program administrator. The program administrator is responsible for assuring that the content of all training programs offering CCE credit and the qualifications of all program instructors satisfy CCE requirements. This individual serves as the primary contact with CCE for all program-related communications.

Name: _____ Title: _____

Email: _____ Telephone: _____

RCTP Representative Information ☐ Check here if this person is also the program administrator

The university must designate a representative to serve as the primary contact person with CCE concerning all matters related to the [Registered Credential Training Provider Program Policy](#).

Name: _____ Title: _____

Email: _____ Educational Degree and Field of Study: _____

RCTP Application	Program Delivery Format	Fee
Application Fee	Includes review of one delivery format (Either live event or on- demand)	\$800
Additional Delivery Format	To apply for both live event and on-demand delivery formats, add this additional fee.	Additional \$400
Application fees are nonrefundable and nontransferable. Application will be processed upon receipt of payment.		

RCTP Approval Requirements

RCTP status is granted by CCE to eligible training programs demonstrating compliance with all RCTP provider and program requirements, including all applicable terms of the [CCE Registered Credential Training Provider Program Policy](#). CCE retains the sole authority to determine if a university program qualifies for RCTP status.

A program that has been granted RCTP status for a CCE credential is registered as meeting the educational and training eligibility requirements for this credential in the approved delivery format.

The guiding principle and operational goal of the CCE RCTP process is to identify qualified training programs consistent with the content requirements of specified CCE credentials and the requirements of the CCE Registered Credential Training Provider Policy. RCTP status is limited to organizations and individuals that can function independently and have the resources to satisfy all policy requirements.

RCTP Status Eligibility Requirements

In order to qualify for RCTP status, the organization must satisfy all CCE RCTP eligibility requirements, including the following:

- a. The provider must conduct all activities and qualified courses consistent with the Registered Credential Training Provider Program Policy, and related CCE agreements and requirements. All eligibility requirements are presented in this Policy and must be fulfilled by the provider.
- b. The provider must submit to CCE complete and accurate application and continuing registration information, materials, agreements, and fees in a timely manner as required by CCE. All such information and materials become the property of CCE, and all application and continuing registration fees are not refundable or transferable.
- c. The provider organizational governance documents and operational principles must be consistent with CCE policy and agreement requirements, and applicable legal rules. The Provider's organizational governance documents and operational principles must not include or promote any unlawful discriminatory policies, rules, or practices.
- d. In the event that a Provider fails to satisfy, or acts contrary to, the requirements of this Policy, or a related CCE agreement or requirement, CCE has the sole authority and discretion to impose conditions or sanctions on any such Provider, including suspension or termination of RCTP status.

RCTP Application Requirements

Incomplete or unsigned applications will not be reviewed. Correct payment must accompany the application.

Check the delivery format(s) for which you are applying:

- ☐ **Live Interactive Course Delivery Format:** Live, in-person courses may be delivered in person or by an electronic device that permits trainees to interact with the presenter(s), including qualified programs delivered solely for in-service training directly related to employment.
- ☐ **Virtual, On-Demand Course Delivery Format:** Virtual, on-demand courses may be delivered by recorded electronic device or in print format, which include video, audio, and/or text materials.

Choose the training credential for which you are applying (refer to training hours requirements linked below):

- | | |
|--|--|
| <input type="checkbox"/> CCE Approved Clinical Supervisor (ACS) Program
(45+ hours) | <input type="checkbox"/> Board Certified Coach (BCC)
(30, 60, or 120 hours) |
| <input type="checkbox"/> Board Certified-TeleMental Health (BC-TMH)
(9+ hours) | <input type="checkbox"/> Global Career Development Facilitator (GCDF)
(120 hours) |
| <input type="checkbox"/> Human Services-Board Certified Practitioner (HS-BCP) | |

1. Describe the primary purpose of the training program.

2. Describe the target audience (education level and profession) to whom you direct your training program.

3. Describe how you will promote and advertise your training program.

4. Has the provider previously been denied approval as a training provider or had a program denied?

☐

Yes

☐

No

If yes, by which organization(s) was the provider or program denied and why?

5. Describe the process by which you select presenters/authors for your training programs.

6. Does the provider maintain policies concerning program fees, refunds, and cancellation?

These policies must be provided with the application materials.

☐

Yes

☐

No

7. Does the provider maintain a published policy concerning the review and resolution of student/trainee complaints and disputes related to programs? A copy of this policy or a link to the current policy must be provided to CCE with the application materials.

☐

Yes

☐

No

8. Will the applicant provide all legally required disability accommodations to trainees in compliance with Section B.7 (Provider Americans with Disabilities Act (ADA) Requirement) of the [CCE Registered Credential Training Provider Program Policy](#).

☐ Yes ☐ No

All education programs offered for CCE eligibility credit will be presented in a manner compliant with all federal and state laws, including the Americans with Disabilities Act (ADA).

☐ Yes ☐ No

Describe the process in which students request appropriate accommodations. Include a description or URL where this process is published.

- ☐ I attest that I understand the [CCE Registered Credential Training Provider Program Policy](#) (Policy), that the information provided in this application is complete, and that I must provide documentation to support my responses in this application if requested by CCE. I understand that submission of application does not indicate approval. If approved as an RCTP, the provider will comply with the terms set forth in the policy.

Name: _____

Signature: _____ Date: _____

RCTP Application Payment

Please follow the steps below to make payment:

- Go to <https://bit.ly/RCTPApplicationpayment>
 - o Payment on Behalf of: RCTP Name
 - o Reason for Payment: RCTP Application (specify CCE credential)
 - o Credential Number or DOB: Submission Date
 - o Credential Holder or Examinee Name: Organization Name
 - o Amount: \$800 Application fee for **either** live event or on-demand delivery format
or \$1,200 Application fee for **both** live event and on-demand delivery formats
- Click "Next"
- Enter your credit card information

Please send application and proof of payment to ccebusiness@cce-global.org.