



In order to change certification status, an NCC must submit the appropriate form and be up to date on all fees.

1. Reduced Practice

While holding reduced practice status, an NCC:

- Must work as a counselor 10 hours or less per week but may see a few clients and provide volunteer counseling services.
- Must continue to adhere to the NBCC *Code of Ethics*.
- Must continue to pay the annual maintenance fee for the NCC, as well as any specialty certification fees (e.g., CCMHC, NCSC, MAC).
- Must be able to document at least 10 hours of continuing education every five years for recertification.
- May continue to use the “NCC” certification mark.
- Continues to receive *NBCC Visions*, NBCC’s official newsletter.
- May retain reduced practice status as long as they meet the requirements; there is no time limit for this status.

2. Retired

While holding retired status, an NCC:

- Is not currently practicing as a professional counselor or volunteering as a counselor.
- Must continue to adhere to the NBCC *Code of Ethics*.
- Must pay a reduced annual certification fee.
- Is not required to complete continuing education hours.
- May continue to use the “NCC” certification mark.
- Continues to receive *NBCC Visions*, NBCC’s official newsletter.
- May retain retired status as long as they meet the requirements; there is no time limit for this status.
- May return to active status at any time but must pay annual maintenance fees and submit continuing education.

3. Temporary Inactive

While holding temporary inactive status, an NCC:

- Is not currently practicing as a professional counselor because of extenuating health or family circumstances, including military leave. An explanation of the extenuating circumstances and applicable documentation must be included with the status change request. Lack of employment and maternity/paternity leave do not qualify for this status.
- Must continue to adhere to the NBCC *Code of Ethics*.
- May retain this status for up to two years, after which they must return to an active status or relinquish the certification.
- Is not required to pay an annual certification fee.
- Is not required to complete continuing education hours. (If an NCC’s expiration date passes while holding this status, the 100 hours of continuing education are due when the temporary inactive status ends. As usual, an NCC can request an extension of up to one year in order to complete the required continuing education hours or take an applicable examination.)
- May **not** use the “NCC” certification mark.
- Continues to receive *NBCC Visions*, NBCC’s official newsletter.

An NCC can also relinquish the NCC certification, with submission of the applicable form. Reinstatement of a relinquished or lapsed NCC requires documentation of continuing education hours or a new passing score on the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE), and payment of all applicable fees. For more information, please contact the NBCC Recertification Department at recertification@nbcc.org. **All status options require submission of the appropriate status change form. NBCC cannot change the status of a certification without the appropriate form.**