

# Tips for Preparing a Single Program Application

Prior to submitting a Single Program (SP) Application to NBCC, a continuing education (CE) provider should consider the following questions while developing their proposed program. **If a CE provider cannot confidently answer yes to a question, the CE provider must examine that aspect of their program and/or operations. Changes should be made that align with NBCC Continuing Education Provider Policy requirements.** Please feel free to contact NBCC at [continuinged@nbcc.org](mailto:continuinged@nbcc.org) and seek clarification, as needed.

Question	Policy Reference	Yes/No
Is the CE provider able to offer the program (online and in-person programs) in a manner consistent with the requirements of the Americans with Disabilities Act (ADA) and similar state, federal, and local laws and provide participants with legally recognized disabilities (including physical, visual, and auditory disabilities) with appropriate accommodations?	C.5	
Does the CE provider's record retention plan ensure the records required by Policy, Section C.10 are maintained in a complete and accurate manner for a period of at least 5 years?	C.10	
Does the CE provider maintain and follow its internal policy concerning the confidentiality and security of participant information?	C.11	
Does the CE provider maintain and follow its internal policies concerning program fees, refunds, and participant cancellation?	C.12	
Does the CE provider maintain and follow its written and published policy concerning the review and resolution of program participant complaints and disputes related to provider programs?	C.12 and C.13	
Does the CE provider have a plan to promote the CE program information (print and electronic advertising) to the public, as described by Policy, that allows a person to make an informed decision to register for the program?	C.14, C.15, and C.16	
The program and related materials are relevant to professional counselors, are current and clinically sound, abide by content restrictions, and relate to approved content areas.	D.3, D.4, D.5, D.6, E.3, E.4, and G	
Are all program presenters qualified by their experience, education, training, and/or credentials to teach the content that they are presenting?	F, G	

Is the program content directly and primarily related to at least one NBCC Content Area identified in Policy, Section G?	G	
Does the CE provider have a plan to allow participants to evaluate the program that is consistent with Policy?	H.1	
Does the CE provider have a detailed program agenda to submit that includes specific learning activities and time frames, along with any breaks or lunches that may be included in the program?	I.1	
Has the CE provider calculated the maximum number of CE hours that can be offered for completion of the program (cannot include activities that do not involve the presentation of qualifying content, such as breaks and lunches) consistent with Policy?	I.1	
Does the CE provider have an accurate and reliable method to verify participant attendance?	I.2	
Will the CE provider only award one certificate of completion to participants, and in a timely manner, after the entire program concludes?	I.3	
Will participants be able to interact with the presenter throughout the entirety of the program (live program delivery format)?	K	
Does the CE provider understand that the program content, learning objectives, presenter(s), length, and agenda must remain the same if the program is approved and offered more than once?	K.1(a)	

## FAQs

### *Single Program: What is a complete Single Program (SP) Application?*

For an SP Application to be considered complete, the applicant must:



Accurately complete the application and submit all required application materials found on page 2 of the SP Application.

Identify the specific, initial date(s) that the program will be offered to participants (i.e., MM-DD-YYYY).



Sign and date the attestation on page 2 of the SP Application.



Submit payment to NBCC and receive confirmation of payment.

The program content, learning objectives, presenters, duration, and agenda should be fully developed and cannot change after the SP Application has been submitted to NBCC.

### ***What is the significance of the authorized representative?***

The applicant must designate an authorized representative to communicate and cooperate with NBCC concerning all matters related to the requested SP approval. This representative's email address and phone number should be included on the SP Application.

### ***Can an SP applicant mention NBCC on its current program promotional materials prior to receiving notification from NBCC that their program is approved?***



Submitting a completed application does not guarantee approval; therefore, the applicant must not display any statement, or make any representation, concerning NBCC approval, NBCC Provider status, pending NBCC approval, or NBCC approval or endorsement of any programs or organizations prior to written notification of approval from NBCC. Doing so may adversely affect the application review.



SP applicants may choose to use a statement similar to the following:

“[CE provider name] is seeking approval to offer [program title] for continuing education credit. Please check back for updates.”

### ***What is considered one program?***

A program submitted in an SP Application should only include one registration process and award one certificate of completion after the entire program concludes.

### ***What is a multisession single program?***

A multisession single program (e.g., a conference) includes two or more individually identifiable formal continuing education sessions but only awards one certificate of completion after the program concludes. The CE provider that submits an SP application with multiple sessions must ensure that all sessions submitted for review meet Policy requirements.

- **What is a session?** A session is an individually identifiable segment of the SP program that has its own title, content description, and learning objectives.
- **What are concurrent sessions?** An SP with concurrent sessions is a multisession program in which two or more sessions occur simultaneously.



### ***How do I submit a multisession conference or multisession program?***

If you choose to submit a multisession SP, you must complete the Program Information Form and the Presenter Qualification information for each session you want NBCC to review. You must include a Presenter Qualification Form for all presenters, even if there is a designated lead presenter or panel moderator. Please feel free to contact [continuinged@nbcc.org](mailto:continuinged@nbcc.org) to request a multisession SP spreadsheet template.

### ***How do I submit a multi-day program?***

A qualifying multi-day program can include one or more sets of learning objectives. You must submit a Program Information Form (SP application page 3) for each set of learning objectives. Additionally, a Presenter Qualification Form (SP application page 4) is required for each program presenter. If additional space is needed to list the complete and accurate program information (e.g., learning objectives), you should attach additional pages with this information to your application submission. The multi-day program SP application must include detailed agendas that clearly identify the content and activities that will be covered on each day. The agenda should include specific time frames for each topic or learning activity, along with any time allocated for breaks.