

NBCC wants to ensure that ACEP programming is synonymous with quality programming. In addition, we want you to feel confident going into an ACEP audit. Therefore, we have developed a [Self-Audit](#) that will help you identify areas that need improvement.

In addition, below you will find a list of information that you need to have readily available prior to starting the ACEP Audit Survey. Preparing the required audit information prior will allow you to complete the survey in one sitting.

- approved ACEP name, assigned ACEP number, and contact information
- ACEP administrator name and contact information
- program administrator's name; relevant educational degree(s), including field of study; relevant credentials; and contact information
- list of websites/URLs used to advertise your CE programs
- certificate of completion template that your ACEP uses/will use to award NBCC credit hours (do not include the name of an actual participant)
- blank program evaluation form or survey
- a list of all programs for which your ACEP has advertised or awarded NBCC credit hours during the previous 12 months, including cosponsored programs
- the delivery format types that NBCC has specifically approved your ACEP to use

For the purposes of the ACEP Audit Survey, please interpret the “previous 12 months” to mean the 12-month period immediately prior to completing the audit survey.

If you do not understand the above information, you should consult the [NBCC Continuing Education Provider Policy](#) and/or send your specific questions regarding the ACEP audit requirements to continuinged@nbcc.org.

If you cannot confidently answer yes to a question, you should examine that aspect of your operations, seek clarification as needed, and make changes that align with [NBCC Continuing Education Provider Policy](#) requirements.

Question	Policy Reference	Yes/No
Does the ACEP only offer NBCC credit hours for programs using delivery formats for which the ACEP is approved?	B.1 (a), B.2	
Has the ACEP corrected all deficiencies identified in NBCC emails and/or audit correction letters and maintained compliance?	J.8	
Does the ACEP ensure that all qualifying program materials are of professional quality in content and appearance, such as program information publications, handouts, slides, and videos?	C.8	
Does the ACEP maintain records consistent with Policy requirements?	C.10	
Does the ACEP maintain and follow its internal policies consistent with Policy requirements?	C.11, C.12	
Has the ACEP properly notified and updated NBCC consistent with Policy requirements?	C.13, J.3	
Does the ACEP ensure that program information publications (print and electronic advertising) are complete and accurate, include clear branding, and are available to potential participants prior to registration as specified by Policy?	C.14, C.15, and C.16	
Do the ACEP program information publications (print and electronic advertising) clearly indicate when NBCC credit is not available for a program or conference session?	C.15, J.4	
Does the ACEP ensure that all programs offered for NBCC credit, and related program 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	
Does the ACEP ensure that all program presenters and authors are qualified to present the subject matter that they are presenting?	F	
Does the ACEP give participants the opportunity to evaluate programs?	H.1	
Does the ACEP use participant program evaluation data to improve future programming?	H.1	
Does the ACEP distribute certificates of completion as specified by Policy?	I.3 (live) and/or I.5 (home study)	
Does the ACEP accurately measure NBCC credit and advertise/award NBCC credit in hours consistent with Policy requirements?	I.1 (live) and/or I.4 (home study)	
Is the ACEP confident that its method(s) of attendance verification is accurate and effective?	I.2 (live) and/or I.4 (home study)	
Does the ACEP appropriately use the NBCC Approval Statement?	J.4	
Does the ACEP appropriately display the ACEP logo?	J.5, C.14	
Does the ACEP ensure that unauthorized NBCC statements and NBCC logos are not being used in ACEP advertising?	J.4 (b), C.14	
Does the ACEP submit a cosponsorship application when required and receive NBCC approval before advertising NBCC credit for a cosponsored program?	J.7 (c)	
When the ACEP cosponsors a program, does it provide sufficient oversight to ensure Policy compliance?	J.7 (a)	
Does the ACEP ensure that online programs offered for NBCC credit (live and/or home study) include clear instructions and function well?	C.8, J.6 (b) (home study)	
Does the ACEP contact NBCC when it does not understand Policy?		