

NORTH DAKOTA BOARD OF COUNSELOR EXAMINERS Continuing Education Guidelines

North Dakota Licensed Professional Counselors are required to provide documentation and verification of thirty (30) hours of continuing education every two years. Licensed Professional Clinical Counselors must document an additional ten (10) clinical education hours.

- The submission of each continuing education event must include:

The Continuing Education Submittal Sheet	Presenter credentials
The certificate of participation	Clock hours requested
Content description	

- The Board requires that no more than fifteen (15) CEH's be submitted from any one source, event or topic during a two-year licensure period.

The annual NDCA MidWinter Conference, which offers a wide variety of topics and presenters, is an exception to this restriction. Further, if in-service training can be proven to reflect various topics and presenters, more than fifteen (15) CEH's may be credited.

In-service training records can be kept as one document by the counselor. Each entry must briefly describe: the title, content, presenter credentials and hours earned. At the end of the two-year licensure period, this document can be verified by a supervisor's signature and submitted to the Board. - Each event must be at least 30 minutes in length.

Continuing education events where the counselor is the presenter may also be credited. A counselor can submit a request for continuing education hours **for twice the hours of one presentation per topic per two-year period**, not to exceed the 15 hour limit stating no more than 15 hours can come from any one source, event or topic. No credit is given for prep time or multiple presentations of the same topic or event. - Please provide information on the type and size of the group, the sponsoring agency, the content of the event, and an evaluation, if available.

If coursework is being submitted for continuing education credit, the transcript serves as the certificate of participation. - However, further information describing course content and presenter credentials is required.

Continuing Education can be submitted to the Board office throughout the two-year licensure period. The counselor will receive a database print-out of all CEH's submitted with the renewal application. This can be used to verify CEH information and as a reference for identifying Continuing Education Events on page two of the renewal application.

- It is important that page two of the renewal application be filled out completely, as all hard copy of continuing education events is destroyed once renewal is approved. - Page two of the application then becomes the only permanent record of the counselor's continuing education.
- Contact the NDBCE Board office at anytime with any further questions or concerns.

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