



INSTRUCTIONS

We would like to take this opportunity to welcome you as a candidate for your N.C.C.A. Certification, Membership and License. Please retain these instructions for future reference.

PHASE I

Upon completion of the required courses and practicum for Phase I, you will need to submit the following:

1. A current photograph.
2. A current resume.
3. The Application for Certification and Membership.
4. Your responses to the 50 BOARD QUESTIONS.
5. \$50 for your first year's membership dues.
6. 3 reference forms. The person completing this form must return it to you in a sealed envelope.
7. N.C.C.A.'s signed copy of the CODE OF ETHICAL STANDARDS Affirmation form.

IF YOU ARE completing your requirements through an N.C.C.A. Certified Academic Institution (college or center) you must send these materials directly to them.

IF YOU ARE assigned to a clinical supervisor, you are required to send to them your 50 Board Questions and they will submit them for you along with a Verification form indicating that you have completed the required 10 A.P.S. reports and supervision requirements for your practicum. All other documents must be sent directly to the N.C.C.A. headquarters.

PHASE II

Upon completion of the required courses and practicum for Phase II, you will need to submit the following:

1. An Application for Certification or License.
2. The \$100 fee for your license and national background screening.
3. A Notification And Release form for national screening.
4. A copy of your ministerial credentials.
5. A copy of your highest earned degree/diploma or transcript equivalent.

IF YOU ARE completing your requirements through an N.C.C.A. Certified Academic Institution (college or center) you must send these materials directly to them.

IF YOU ARE assigned to a clinical supervisor, you are required to send all of these Phase II materials directly to the N.C.C.A. headquarters. Your supervisor will submit to the N.C.C.A. a Verification form indicating that you have completed the required 15 A.P.S. reports and supervision requirements for your practicum.