

This side by side is intended to help you design continuing education (CE) program promotional materials that comply with *NBCC Continuing Education Provider Policy* (Policy) when applying for single program approval. The information on the right-hand side corresponds to the numerical references located on the fictitious sample on the left-hand side. The green numbers on the sample should not appear on real promotional materials.

Fictitious Sample

1 Counselor Extraordinaire, Inc is pleased to offer

2 Introduction to Play Therapy

3 This is an introductory workshop that will provide foundational information regarding the power of play and its use in a therapeutic context. The presenter will utilize lecture and experiential exercises to support the learning objectives and facilitate learning.

4 Upon completion, participant will be able to:

- Explain the function of play
- Distinguish between directive and non-directive play therapy
- Describe at least four basic play therapy techniques

5 Presenters: Shivon Thomas, PhD, NCC, and Delma Madriz, MA, LPC

When: Aug. 16, 2023 / 9 am–1:30 pm Eastern Time

Where: 22 St. Nicholas Square, Coldfoot, Alaska 99701

6 The registration fee is \$50. [Click here to register](#). Registration closes on Aug. 13, 2023.

7 Continuing Education Credit Available: 3 NBCC credit hours

8 If you need special accommodations or have questions, please contact us.

9 counselorextra@ce.org or 336-222-0000.
22 St. Nicholas Square, Coldfoot, Alaska 99701
www.counselorextra.org

1. Include the Provider name listed on the Single Program (SP) Application.
2. Include the CE program title.
3. Provide a content description. In addition to the brief description of content, this information should include information related to the program design. Policy Section C.15 (b).
4. Include learning objectives that clearly indicate what the participant can expect to learn. Policy Section C.15 (b).
5. Identify each presenter, including their qualifications. If their credentials do not clearly show their specific qualifications to teach the subject matter, consider including a biosketch. Policy Section C.15 (c).
6. Provide all relevant program registration information and requirements: location, fees, prerequisites, required technology if applicable, etc. Policy Section C.15 (a).
7. Clearly identify the number of NBCC credit hours offered for completion of the program if the application is approved. If partial credit is not available, your promotional materials should provide notification. Policy Sections C.15 (d) and I.1. *See additional tip below.
8. Include instructions telling participants how to request ADA accommodations. Policy Section C.5.
9. List the Provider's contact information, including telephone number, email address, mailing address, and website address. Policy Section C.15 (e).

Additional Tips

- The Provider name, program title, and program dates should appear exactly the same on the certificate of completion as on the promotional materials.
- The program content description, learning objectives, presenters, and number of credit hours should appear exactly the same on the *Program Information Form* (page 3 of the SP application) as on the promotional materials.
- *The applicant may use "NBCC credit hours" only on proposed promotional materials submitted to NBCC. If an SP application has not been approved by NBCC, NBCC or NBCC approval may not be mentioned on the program materials that are being used to advertise the program to the public. If SP applicants want to advertise that they applied to offer CE credit to counselors, please 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."
- The Provider is not required to make the information required by Policy Section C.15 available to the public in a complete and accurate manner in one location. Program promotional material may include references or links to other materials that are available to the public with more detailed information.
- When advertising CE credit, it must be in hours such as "credit hour" or "CE hour" to be consistent with Policy requirements. Do not use "CEU" or "continuing education units." Policy Section I.1.

Related Resources

- [Tips for Preparing a Single Program Application](#)
- [Tips for Providers Creating an Agenda for SP Approval](#)