



NBCC and Affiliates Grant for Initial CACREP Accreditation

The National Board for Certified Counselors (NBCC) is offering a unique assistance grant for institutionally accredited programs seeking first-time Council for Accreditation of Counseling and Related Educational Programs (CACREP) accreditation for master’s-level counseling programs of 48 or more semester hours. Eligible tracks include addictions counseling; career counseling; clinical mental health counseling; marriage, couples, and family counseling; school counseling; and student affairs/college counseling. Institutions with tracks currently approved by CACREP are not eligible to apply at this time.

Funds will be awarded to university programs in three phases: \$2,500 for the preapplication phase, \$2,500 for the application phase, and \$4,000 for the site visit phase. Institutions can submit an initial application for this grant during the first two phases only. Institutions that successfully complete one phase will be eligible for funds for the next phase(s). **The application period for the 2024–2025 academic year is open and will close on May 23, 2024. Funds will be awarded in fall 2024.**

All awardees are required to:

- Provide NBCC with a yearly update on progress toward accreditation.
 - Notify NBCC if program decides not to continue to pursue accreditation.
- Return unused grant funds to NBCC.
- Submit updated timeline when requesting additional grant monies for subsequent phases.

To apply, please complete and submit the forms below. All forms are writable PDFs, and all materials can be submitted via email to campusinquiry@nbcc.org or by fax to 336-547-0017, ATTN: Chappell.

I. CONTACT INFORMATION

Institution	
Grant Contact	
Position	
Email	
Telephone	
Mailing Address	

II. PROGRAM INFORMATION

Institution	
CACREP Phase*	
Program Track	
Degree Type	
Semester/Quarter Hours Required	
Number of Full-Time Faculty Teaching in Program	
Number of Faculty Who Are NCCs	
Average Full-Time Equivalents (FTEs) Per Academic Year	
Average Number of Graduates Per Academic Year	
Percentage of Minority Students Enrolled in Program	
Populations Served by Students and Institution	

*See below

CACREP PHASES

- **The Preapplication Phase:** This phase involves departmental personnel laying the groundwork to pursue accreditation, including gaining administrative support for the process. Funds awarded to programs in the preapplication phase would typically be used to defray consultant costs, purchase of the CACREP Accreditation Manual, and costs associated with faculty/staff involvement in preparing for the self-study. Funds will be dispersed after NBCC receives a letter from the Department Head, acknowledging administrative support for the process.
- **The Application Phase:** This phase involves writing and submitting the self-study and submitting the application. It can also include responding to the initial CACREP review and submitting addendum, as required. Funds awarded to programs in the application phase would typically be used to defray consultant costs, costs associated with the self-study process, the cost of sending faculty/staff to the CACREP Self-Study Workshop, and the application fee.
- **The Site Visit Phase:** Funds are only awarded at this phase to programs that received a grant in the Preapplication or Application Phase. Funds awarded to qualifying programs may be used to defray the cost of the site visit.

III. TIMELINE, GOALS, AND CHALLENGES

Please provide the following information relative to the CACREP accreditation phases. If you are in the Application Phase, you do not need to provide information for the Preapplication Phase.

CACREP Phase	Anticipated Phase Completion	Program Goals for This Phase	Program Challenges for This Phase
Preapplication Phase			
Application Phase			
Site-Visit Phase			

IV. PROGRAM PLAN OF STUDY/REQUIRED COURSES

Please scan and email or fax the current program plan of study or list of required courses for the program for which you are seeking the grant.

V. STATEMENT FOR SUPPORT

Please provide the following information regarding the program. These responses can be submitted in a separate document.

Does the administration support your program seeking CACREP accreditation? If so, how is that support demonstrated?

What compelling reasons warrant the investment of grant monies for your program's development?

What unique contributions does your program make to the counseling profession?

What type of impact do your students and graduates make on communities and persons of need?

VI. INFORMATION ON FULL-TIME FACULTY

Please provide a curriculum vitae for each full-time faculty member teaching in the program.

Submit all required materials to campusinquiry@nbcc.org or by fax to 336-547-0017, ATTN: Chappell

