



February 1, 2023

Micah Norgard
The Center for Deployment Psychology
6720A Rockledge Dr
Bethesda, MD 20817

Dear Micah Norgard,

NBCC completed its review of the single program application submitted by The Center for Deployment Psychology (the Provider), and the information provided by The Center for Deployment Psychology representatives in related communications with NBCC. As the result of this review, NBCC approved the single program application.

Consistent with *NBCC Continuing Education Provider Policy* (Policy) Section K.1(a), the program identified below may be offered for NBCC credit for the duration of 12 months following the approval date conditioned upon no material change to the program and compliance with all Policy requirements. The Provider may change the approved program's location and/or date. In addition, the Provider may offer the approved program in person and/or via online instruction that permits real-time interaction between the participants and the presenter(s). The enclosed *Important Information and Directives* requires the Provider's prompt attention, as it includes the required NBCC approval statement and important directives related to advertising and offering NBCC credit.

For consideration of uninterrupted single program approval, the Provider may submit a new single program application before the program approval period expires. A new single program application must be submitted consistent with the established deadlines found on the application at <https://www.nbcc.org/resources/ceproviders/applications>.

As a benefit, NBCC-approved single programs (SPs) can be listed, free of charge, in the calendar of live continuing education programs on the NBCC website. If the Provider would like to have the program listed in this calendar, complete and submit a request by using the *Listing Request Form* on the NBCC website at https://www.nbcc.org/assets/ceprovider/acep_calendar_request_form.pdf. Additional advertising opportunities are described on the NBCC website at <https://www.nbcc.org/Resources/CEProviders/Advertise>.

After reading the *Important Information and Directives* provided by NBCC, utilize the NBCC Policy located on the NBCC website at <http://www.nbcc.org/Resources/CEProviders> for initial clarification related to Policy requirements. Additionally, please do not hesitate to contact us at continuinged@nbcc.org with questions.

Sincerely,

Avery Friday

Avery Friday, M.Ed.
Continuing Education Reviewer

Provider: The Center for Deployment Psychology

Program Title: *Training on Assessment of PTSD and Suicide Risk Management in Veterans*

NBCC Approval No. SP-4151

Approval Date: 2/1/2023

Expiration Date: 2/1/2024



Important Information and Directives

Below the Provider will find directives related to advertising and offering NBCC credit for the identified approved program. Failure to follow directives and/or adhere to Policy may jeopardize current and future approvals.

Single Program Approval Requirements (Policy Sections K.1 and K.3)

The Center for Deployment Psychology must display the following NBCC approval statement on the program information publications, print or electronic, and the program agenda:

“*Training on Assessment of PTSD and Suicide Risk Management in Veterans* has been approved by NBCC for NBCC credit. The Center for Deployment Psychology is solely responsible for all aspects of the program. NBCC Approval No. SP-4151.”

Providers of approved single programs must not display any other statement, or make any other representation, concerning NBCC, NBCC Provider status, or NBCC approval or endorsement of any programs or organizations.

Recorded versions of the program may NOT be offered for NBCC credit under this approval.

Document of Completion Requirements (Policy Sections I.2 and I.3)

The Center for Deployment Psychology must issue certificates of completion that include the following approval number: **NBCC Approval No. SP-4151**. The Provider **may award a maximum of 14 NBCC credit hours** to anyone who attends the approved live program as long as the Provider can verify that the participant was in attendance for the amount of time specified on the certificate of completion. Certificates of completion may not be distributed to participants prior to the end of the program.

Permitted CE Descriptive Terms (Policy Section I.1)

When advertising and awarding NBCC credit, only the following credit measurements are permitted: NBCC hours; clock hours; credit hours; CE hours; or, contact hours. The descriptive terms CEs and CEU cannot be used.

Program Record Requirements (Policy Section C.10)

Records must be maintained in accordance with Policy Section C.10.

Single Program Report Form/Audit Requirements

If participants express notable concerns and/or any irregularities occur during an offering of an approved program, the Provider is required to notify NBCC by submitting a *Single Program Report Form* no later than 60 days following the approved program. The Provider is NOT required to submit a copy of the certificate distributed to participants and a summary of participant evaluations; however, it is important to note that NBCC may request to review this information as a part of the audit process. Please see Policy, Sections H.1 and H.2 for more information about the evaluation summary Policy requirements. If needed, please note that the *Single Program Report Form* is located on NBCC's website at <https://www.nbcc.org/resources/ceproviders/toolbox>.

Note Regarding No Material Change Requirement and the Approved Program (Policy Section K.1)

The approved program may be offered repeatedly for the duration of the approval period (2/1/23-2/1/24), conditioned upon no material changes. Changes to the program date and/or location are not considered material changes. However, the program presenters, agenda, length, learning objectives, and content must remain the same, consistent with NBCC Continuing Education Provider Policy (Policy), Section K.1(a) requirements.

Thank you for offering quality continuing education (CE) programs to counseling professionals.