

**If you would like to host a training at SWFGC, please follow these instructions:**

Download and complete the SWFGC Training Form, and the NBCC Training Form.

\*Both of these forms are available on the SWFGC website (<http://swfamily.com/staff-resources/>) or can be obtained from Courtney Custer or Nathan Hoge. Also available on the website are example forms and these Training Guidelines which will help you complete the form correctly.

\*When saving the SWFGC Training Form, and the NBCC Training Form, simply click Save As and add your name at the end of the form name.

\* At the end of these instructions, you will find descriptions of the content areas and the presenter categories that you will need to complete the NBCC form

These forms must be submitted to Courtney Custer and Nathan Hoge at [ccuster.swfgc@gmail.com](mailto:ccuster.swfgc@gmail.com) and [nhoge.swfgc@gmail.com](mailto:nhoge.swfgc@gmail.com) no later than 14 days prior to the training date. If you will be providing hand outs, you must submit a copy to Courtney Custer and Nathan Hoge by the date of the training.

Once your training has been approved by Courtney Custer, Director of Training, she will then send out the announcement and collect RSVPs. You will be notified how many have RSVP'd approximately one week before the training date.

You are responsible for printing the SWFGC Roster (1) and CE Evaluation sheets (enough for all participants) which are available on the website at <http://swfamily.com/staff-resources/> and taking these documents to the training to be completed by the participants. After the training, please place the SWFGC Roster and CE Evaluation sheets in Nathan Hoge's box at the Rio Grande office. If you are not located in Albuquerque, you can scan and email or send via regular mail.

# **PRESENTER QUALIFICATION REQUIREMENTS**

## **1. Category 1 Presenter Qualifications.**

In order to qualify as a Category 1 Presenter, the individual must:

- (a). Hold a graduate degree in a mental health field from a regionally accredited educational institution; and,
- (b). Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.

## **2. Category 2 Presenter Qualifications.**

In order to qualify as a Category 2 Presenter, the individual must:

- (a). Hold a graduate degree from a regionally accredited educational institution directly related to the subject matter presented; and,
- (b). Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.

## **3. Category 3 Presenter Qualifications.**

In order to qualify as a Category 3 Presenter, the individual must:

- (a). Be qualified by appropriate education, experience, and/or training to present/author the particular subject matter, or author the publication concerning the subject matter.

# **NBCC CONTENT AREAS AND TOPICS**

## **1. Counseling Theory/Practice and the Counseling Relationship.**

Continuing education programs in this content area provide an advanced understanding of the counseling processes, including, but not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Foundational and well-established counseling theories, principles, and techniques of counseling and their application in mental health settings.
- ▶ Diagnosis and treatment of mental disorders.
- ▶ Wellness and prevention within counseling and treatment.
- ▶ Crisis intervention techniques for counselors to use in response to disaster or other rapid onset trauma-causing events, including but not limited to, psychological first aid strategies.
- ▶ Psychophysiological awareness and mindfulness in the counseling process.
- ▶ Distance counseling.
- ▶ Biofeedback used in a mental health setting.

## **2. Human Growth and Development.**

Continuing education programs in this content area provide an advanced understanding of the nature and needs of individuals at developmental levels, and are relevant to professional counselors and the counseling profession. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Human Growth and Development topics include, but are not limited to, the following topics.

Category 1 or 2 Presenter required for the following topics:

- ▶ Foundational and well-established theories, including, but not limited to, personality theory, life span theory, learning theory, and human development theory.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ End-of-life issues within the scope of practice of mental health professionals.
- ▶ Information related to developmental crises; disabilities; and, situational, transitional, and environmental factors that affect behavior.

### **3. Social and Cultural Foundations.**

Continuing Education programs in this content area provide an understanding of the issues and trends in a multicultural and diverse society that impact professional counselors and the counseling profession. A Category 1 Presenter is required for all program content and information related to the counseling and/or treatment of clients. Social and Cultural Foundations topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topic:

- ▶ Multicultural competency as a professional counselor.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Societal subgroups.
- ▶ Societal changes and trends.
- ▶ Mores and interaction patterns.
- ▶ Major societal concerns.
- ▶ Social justice.
- ▶ Cross-cultural effects, such as acculturation, assimilation and multicultural and pluralistic trends.

### **4. Group Dynamics and Counseling.**

Continuing education programs in this content area provide an advanced understanding of therapeutic group development, dynamics and counseling theories; and, group counseling methods and skills, including, but not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Group counseling theories and group counseling leadership styles.
- ▶ Developmental stages in group counseling and related principles of group dynamics.
- ▶ Group counseling methods and skills.
- ▶ Group members' roles and behaviors within a mental health setting.

### **5. Career Development and Counseling.**

Continuing education programs in this content area provide an advanced understanding of career counseling, development and related life factors. A Category 1 Presenter is required for any program content related to the counseling and/or treatment of clients. Career Development and Counseling topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Theories, principles, and techniques of counseling as applied to work and career.
- ▶ Career counseling processes and resources, including, but not limited to, those applicable to specific communities and populations.
- ▶ Career/life planning and decision-making models.
- ▶ Life-work role transitions, including, but not limited to, outplacement and retirement counseling.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Career development program planning, resources, and program evaluation.
- ▶ Assessment of work place environment for purposes of job placement.
- ▶ Trends in job search.
- ▶ Career avocational, educational, occupational and labor market information, and resources and career information systems.

## **6. Assessment.**

Continuing education programs in this content area provide an advanced understanding of approaches to assessment and evaluation in counseling practice. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Assessment topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Diagnostic interviewing.
- ▶ Clinical assessment and interpretation for use in treatment planning.
- ▶ Ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments.

Category 1 or 2 Presenter required for the following topics:

- ❑ Information on the current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*.
- ▶ Implementation and interpretation of standardized assessment instrument protocols.
- ▶ New and existing assessments.
- ▶ Issues related to assessment development.
- ▶ Legal issues related to counselor authority to administer and interpret tests and inventories that assess psychopathology, abilities, interests, and career options.
- ▶ Information on basic classification, indication and contraindications of commonly prescribed psychopharmacological medications, in order to make appropriate referrals for medication evaluations, and to identify the side effects of medication.

## **7. Research and Program Evaluation.**

Continuing education programs in this content area provide an advanced understanding of research methods, statistical analysis, needs assessment and evaluation, and ethical and legal considerations in research. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Research and Program Evaluation topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Critical evaluation of research findings and its clinical implications.
- ▶ Development of measurable outcomes for counseling interventions.

Category 1 or 2 Presenter required for the following topics:

- ▶ Foundational and well-established research design and methods.
- ▶ Statistics in research.
- ▶ Research report development and information on disseminating research findings.
- ▶ Critical evaluation of research findings.

## **8. Counselor Professional Identity and Practice Issues.**

Continuing education programs in this content area provide an understanding of various aspects of professional functioning as graduate-level counselors. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Counselor Professional Identity and Practice Issues topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ NBCC and/or ACA ethical codes and conduct standards in professional counseling and/or counseling research.
- ▶ Ethical decision-making models directly related to counseling practice.
- ▶ NBCC certification, state licensure, and related mental health public policy.
- ▶ Professional counseling organizations and associations, limited to NBCC, CACREP, ACA and its branches and divisions.
- ▶ Roles and processes related to counselor advocacy on behalf of the profession and the client.
- ▶ The counselor's role and function as a member of an interdisciplinary team.
- ▶ Starting and maintaining a counseling practice to include business-planning, quality control, service delivery, billing and reimbursement, fee-setting, capacity-building, referrals, and ethical marketing.
- ▶ Effective and ethical utilization of social media.
- ▶ Counselor self-assessment to address areas for ongoing professional growth.
- ▶ Critical analysis of emerging issues in the counseling profession.
- ▶ Clinical supervision models, practices, and processes for professional counselors.
- ▶ The counselor's role and function as a professional consultant.
- ▶ The counselor's role and function as a forensic interviewer.

Category 1 or 2 Presenter required for the following topic:

- ▶ Legal issues in professional counseling and/or counseling research.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Self-care strategies and burnout prevention appropriate to the counselor role.
- ▶ Grant writing for counselors and counseling programs.

## **9. Wellness and Prevention.**

Continuing education programs in this content area provide psycho-educational information for counselors to enhance their ability to promote optimal wellness related to client mental health. A Category 1 presenter is required for all program content related to the counseling and/or treatment of clients. Wellness and Prevention topics include, but are not limited to, the following topics.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Complementary Alternative Medicine (CAM).
- ▶ Community-based wellness initiatives.
- ▶ Conflict resolution.
- ▶ Sex education.
- ▶ Sleep hygiene.
- ▶ Nutrition.
- ▶ Anger management.