
NBCC INTERNATIONAL INSTITUTE POLICY

Effective Date: July 1, 2016

Program Scope: A multicultural immersion program that includes professional travel experiences to selected locations that allow participants to work and interact with the local culture and tour the program's host community.

A. POLICY PURPOSE / NBCC-I MISSION.

The goal of this policy is to define the standards and expectations that apply to institute trips. During each institute, participants act as ambassadors of NBCC International, the institute partner (NBCC-I) and the counseling profession. NBCC-I is a division of the National Board for Certified Counselors, a not-for-profit, independent certification organization located in the United States. NBCC-I creates and organizes institutes. The mission of NBCC-I is to promote and strengthen the counseling profession worldwide.

NBCC-I activities promote:

- Quality assurance in counseling practice,
- The value of culturally sensitive counseling,
- Public awareness of quality counseling,
- Professionalism in counseling, and
- Leadership in credentialing.

B. INSTITUTE FOR SERVICE LEARNING.

1. Program Description: A professional service learning travel program exclusively for counselors where participants learn about mental health strengths and needs in a particular culture and take part in cultural activities. Participants conduct workshops and presentations or teach classes and/or provide counseling related services.
2. Program Eligibility: NBCC-I applies the following eligibility policies in approving institute applicants for service learning institutes.
 - a. Institute participants must be counselors, determined by active NCC and/or licensure status. All participants must be 18 years old or older.
 - b. NCCs are given priority eligibility status to participate in an institute. Depending on partner needs regarding particular institute services, a program may be restricted to NCCs only.
 - c. Participants must not have been charged with a criminal offense and received court ordered requirements or have been disciplined by a mental health professions board or institution of higher education within the past 10 years.

C. INSTITUTE FOR EDUCATION.

1. Program Description: A professional educational travel program for counselors, other professionals and students where participants learn about mental health strengths and needs in a particular culture and take part in cultural activities.

2. **Program Eligibility:** NBCC-I applies the following eligibility policies in approving institute applicants for education institutes.
 - a. Participants may be counselors, other mental health professionals, non-mental health professionals and students. All participants must be 18 years old or older.
 - b. National Certified Counselors (NCCs) are given priority eligibility status to participate.
 - c. Participants must not have been charged with a criminal offense and received court ordered requirements or have been disciplined by a mental health professions board or institution of higher education within the past 10 years.

D. INSTITUTE PARTICIPANT RESPONSIBILITIES.

Institute participants are individuals who are eligible to participate in an institute and selected by NBCC-I and/or the institute partner. Participants are responsible for satisfying the following requirements:

1. Participants are expected to communicate with NBCC-I and/or the institute partner in a timely manner and consistent with identified deadlines.
2. Participants must provide the necessary documentation related to the institute by identified deadlines, including a complete institute application and agreement.
3. Participants are responsible for informing NBCC-I and/or the institute partner of any medical conditions, dietary restrictions and necessary mobility accommodations that may affect involvement in the institute.
4. Unless otherwise determined by NBCC-I or the institute partner, each participant is responsible for making personal travel arrangements to the institute location and for notifying NBCC-I and/or the institute partner of the travel itinerary.

E. NBCC-I AND INSTITUTE PARTNER RESPONSIBILITIES.

Institute partners are organizations that collaborate with NBCC-I and may create and/or organize an institute. *Current institute partners are the Global Engagement Institute and Holy Cross University.* NBCC-I and institute partners collaborate on and are responsible for specific services and activities related to the institute:

1. NBCC-I and/or the institute partner will review the eligibility of all institute applicants. The local host may also develop specific qualifications for institute participants.
2. NBCC-I and the institute partner, in consultation with the local host, will determine the fees and payment procedures prior to the start of the institute.
3. NBCC-I and/or the institute partner will agree with the local host on specific institute responsibilities and guidelines.
4. NBCC-I and/or the institute partner reserves the right to cancel an institute, change the time period that the institute will occur, or change the schedule of activities during the institute period at any time up to or during the institute. If such a cancellation or change occurs, all participants will be notified and provided further instructions as soon as

possible. If an institute is cancelled, participants will receive a refund of institute fees paid up to the time of cancellation, consistent with this policy.

5. NBCC-I and/or institute partners will coordinate and provide institute trip logistics, including but not limited to travel arrangements, necessary travel documents, meals and refreshments and accommodations.
6. Institute partners will inform NBCC-I of communications with institute participants and leaders as needed and will provide copies of such communications when requested by NBCC-I.
7. Institute partners may publish and distribute promotional and informational material concerning the institutes or NBCC-I following prior, express NBCC-I approval of the material if requested by NBCC-I.

F. LOCAL HOST RESPONSIBILITIES.

Local hosts are organizations and universities hosting and participating in institute programs. In consultation with NBCC-I, local hosts are responsible for specific services and activities related to the institute, including the following:

1. Local hosts will assist and collaborate with NBCC-I and/or the institute partner as needed concerning the development and implementation of institutes.
2. The local host may assist NBCC-I in the participant selection process consistent with the goals of the institute.
3. As requested by NBCC-I, the local host will communicate with NBCC-I and/or the institute partner about necessary institute arrangements, such as accommodations, meals, airport transfers, speakers and/or arranged visits to local sites.

G. INSTITUTE FEES AND EXPENSES.

1. Fees and Payment.

Participants are required to follow the fees and payments policies of institute partners if different from the policies below.

- a. Upon acceptance of an institute invitation, participants are required to pay a non-refundable NBCC-I registration fee within 30 days of the invoice receipt. This fee will equal 10% of the entire fee.
- b. Participants are responsible for prepayment of all required fees related to the institute as identified by NBCC-I; and any personal expenses related to the institute and travel, such as souvenirs, food, beverages and/or accommodations. A list of potential expenses not part of the institute fees will be communicated to participants.
- c. NCCs may be charged an institute fee less than other participants, as determined by NBCC-I.
- d. Payment of all required fees is due 60 days before the first day of the institute.

- e. If a participant decides to cancel their participation in an institute for any reason, the following refund schedule will apply:
 - 45 or more days prior to the institute: 80% of the institute payment is refundable.
 - 15-44 days prior to the institute: 50% of the institute payment is refundable.
 - 14 or less days prior to the institute: the payment is not refundable.

2. Accommodations and Meals.

- a. Institute fees paid by participants will include the cost of accommodations during identified dates and identified meals and beverages.
- b. Participants are responsible for the costs related to all accommodations and meals not identified as part of the institute fee.

H. **PARTICIPANT MEDICAL / HEALTH REQUIREMENTS.**

Institute participants comply with all national and local laws concerning medical requirements, including necessary inoculations. In advance of institute travel, participants must receive all required and recommended medications and inoculations.

[NOTE: Institute participants are strongly encouraged to consult with a qualified medical professional before travel and review all medical information published by the U.S. Centers for Disease Control and Prevention related to the travel location, available at <http://wwwnc.cdc.gov/travel>.]

I. **INSURANCE RESPONSIBILITIES / MEDICAL COSTS.**

- 1. Insurance Requirements. Institute participants will own current insurance policies, which may include policies providing health insurance, personal property insurance, and travel insurance. Prior to the institute, NBCC-I strongly recommends that participants confer with insurance professionals for proper coverage. Neither NBCC-I nor institute partners will be responsible for any costs related to lack of coverage, *including any costs or prepaid fees when there is a sudden cancellation.*
- 2. Medical and Health-Related Costs. Institute participants are solely responsible for the payment of all personal medical and health-related costs. Neither NBCC-I, the institute partner, nor the local host will be responsible for such costs.

J. **PARTICIPANT CONDUCT.**

- 1. Participant Conduct Responsibilities. During the institute and all related travel, institute participants will conduct themselves in a professional manner and follow all requirements from NBCC-I, the institute partner and/or the local host representatives. Participants will not engage in any offensive, culturally insensitive, or otherwise improper behavior, including actions which may violate national or local laws or cause harm.
- 2. NBCC-I Conduct Responses and Actions. NBCC-I and/or the institute partner in consultation with the host, if needed, will determine whether a participant has acted contrary to this policy, including any breach of the participant's conduct responsibilities. In the event that it is determined that a participant has violated a conduct responsibility, NBCC-I or the institute partner may apply conditions to the participant's continued participation in the institute or terminate the participation.

K. PARTICIPANT EMERGENCIES.

1. In advance of the institute, institute participants will inform NBCC-I and the institute partner of specific individuals to be contacted in case of an emergency. NBCC-I will share this information with the institute leader.
2. In the event of an emergency, the individual(s) identified on the participant application form will be contacted by NBCC-I, the institute partner, or the institute leader.
3. If a participant decides to leave the institute for any unexpected reason, the institute leader will inform NBCC-I or the institute partner immediately. Reasonable arrangements will be made to accommodate the situation.
4. If a participant becomes ill or injured, the participant will inform the institute leader, NBCC-I or the institute partner as soon as possible. Necessary arrangements will be made to accommodate the situation as needed.
5. Upon arrival at the institute, participants may wish to inform the institute leader of any pertinent medical information (e.g., drug allergies) in case of emergency.

L. PARTICIPANT PROPERTY RESPONSIBILITIES.

Institute participants are responsible for maintaining the safety and security of all personal belongings. Neither NBCC-I, the institute partner nor the local host are responsible or liable for any lost or damaged property.

M. PARTICIPANT PUBLICATIONS RELATED TO THE INSTITUTE.

1. NBCC-I Publication Approval. Institute participants who intend to publish information, data, or other material concerning the institute, must present the intended publication to NBCC-I for prior review and approval. Following such review, NBCC-I will work with the author to determine if the intended publication can be published or distributed, and if the publication is to be modified.
2. Publication Participant Information. Participant publications cannot include information that identifies other participants or other individuals. Participant publications also cannot include photographic images of institute participants unless the participants have consented in writing to the use of their images.
3. Institute-Related Data Collection. If a participant or leader wishes to collect data regarding an institute, the participant must obtain permission from NBCC-I and obtain IRB consent from the relevant university or other organization in order to proceed with data collection and any subsequent publication. The IRB consent must be provided to NBCC-I at least thirty days prior to the start of the institute.

N. POLITICAL DISCUSSIONS

Because NBCC & Affiliates employees and board members refrain from political discussions regarding domestic or foreign issues, we ask that participants refrain likewise. We recommend that participants study the culture and community of immersion to ascertain beforehand if there are objections that would hinder learning and engaging in an enriching experience. The institute is an educational experience for all;

however, it is not intended for participants to operate as social advocates within other cultures.