
NBCC INTERNATIONAL INSTITUTE POLICY

Effective Date: March 15, 2018

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

A. POLICY PURPOSE / NBCC-I MISSION.

This policy explains the standards and expectations that apply to institute trips. During each institute, participants act as ambassadors of NBCC International (NBCC-I), the institute partner, 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. The mission of NBCC-I is to promote and strengthen the counseling profession worldwide.

B. INSTITUTES.

1. Program Description: This program is a professional service and/or education travel programs exclusively 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. Participants may also conduct workshops and presentations, teach classes, and/or provide counseling related services.
2. Program Eligibility: NBCC-I applies the following standards in determining whether an applicant is eligible to be an institute participant.
 - a. Eligible participants for specific institutes are: counselors; other mental health professionals; professionals in other fields; and/or, graduate students. All participants must be 18 years old or older. All eligibility decisions will be made exclusively by NBCC.
 - b. National Certified Counselors (NCCs) are given priority eligibility status to participate in an institute. Depending on program content and needs regarding a particular institute, a program may be restricted to counselors or NCCs only.
 - c. Eligible participants must provide NBCC-I or its designee with complete and accurate application information for the specific institute.
 - d. Eligible participants cannot: be the subject of a current criminal charge or complaint; be the subject of any criminal conviction within the past ten (10) years; or, have been disciplined by a mental health professions board (agency) or an institution of higher education within the past ten (10) years.
 - e. 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.
 - f. All institutes will be presented in the English language. All institute participants must be proficient in spoken and written English.
 - g. Approved participants must satisfy all requirements in this Policy, including the insurance requirements explained in Section H. NBCC-I reserves the right to

approve or not approve any participant application. Non-participants are not permitted to accompany participants during the institute program period.

C. INSTITUTE PARTICIPANT RESPONSIBILITIES.

Approved 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. Participants must promptly advise NBCC-I of any changes made to the information provided to NBCC-I concerning an institute.
3. Unless otherwise determined by NBCC-I or the institute partner, each participant is responsible for making and paying for personal travel arrangements to the institute location, and for notifying NBCC-I and/or the institute partner of the travel itinerary.

D. NBCC-I AND INSTITUTE PARTNER RESPONSIBILITIES.

Institute partners are organizations that collaborate with NBCC-I concerning the development and/or implementation of an institute. *Current institute partners are the Global Engagement Institute, the Global Livingston Institute and The University of Holy Cross.* NBCC-I and institute partners provide specific services and activities related to an institute:

1. NBCC-I and/or the institute partner will review the eligibility of all institute applicants. A local institute host may also develop specific qualifications for institute participants.
2. NBCC-I and the institute partner, in consultation with the local institute host, will determine the fees and payment procedures prior to the start of the institute.
3. NBCC-I and/or the institute partner will collaborate with the local institute host concerning specific institute events, responsibilities, and guidelines.
4. NBCC-I and/or the institute partner reserve the rights 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 an institute or NBCC-I with prior, express NBCC-I approval of the material.

E. LOCAL INSTITUTE HOST RESPONSIBILITIES.

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

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.

F. INSTITUTE FEES AND EXPENSES.

1. Approved participants must satisfy all NBCC-I and institute partner policies and requirements concerning fees and payments. In the event of a conflict between an NBCC-I and an institute partner requirement, participants will satisfy the applicable institute partner policy.
2. Upon acceptance of an institute approval invitation, participants are required to pay a non-refundable NBCC-I registration fee within thirty (30) days of the invoice receipt.
3. Participants are responsible for prepayment of all required institute fees identified by NBCC-I. Payment of all required fees is due sixty (60) days before the first day of the institute.
4. Institute fees paid by participants will include the cost of accommodations and identified meals and beverages during identified institute dates. Participants are responsible for all costs not identified as part of the institute fee, as determined by NBCC-I, such as souvenirs, food, beverages, accommodations, and any other personal expenses related to the institute.
5. If a participant decides to cancel her or his 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.
6. Institute fees are determined exclusively by NBCC-I. NCCs may be charged an institute fee less than other participants, as determined by NBCC-I.

G. PARTICIPANT MEDICAL / HEALTH REQUIREMENTS.

Institute participants must 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 institute location, available at <http://wwwnc.cdc.gov/travel>.]

H. INSURANCE RESPONSIBILITIES / MEDICAL COSTS.

1. Required Participant Insurances. Institute participants must purchase and maintain comprehensive international health and travel insurance policies that remain in force during the institute. These insurance policies must provide coverage to the participant for: all medical and other health-related problems occurring during the institute; and, all travel-related losses that could occur during the institute, including the loss of personal property. NBCC-I strongly recommends that participants consult with insurance professionals to secure the necessary insurances and coverages. Upon request, NBCC-I can provide the names of insurance companies that may offer appropriate policies.
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.

I. PARTICIPANT CONDUCT.

1. Participant Conduct Responsibilities. During an institute and all related travel, 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, cause harm, or may be contrary to the interests of NBCC.
2. NBCC-I Conduct Responses and Actions. NBCC-I and/or the institute partner in consultation with the local institute 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 in their sole discretion, may apply conditions to the participant's continued participation in the institute or terminate the participation.

J. PARTICIPANT EMERGENCIES.

1. In advance of an institute, institute participants will provide NBCC-I and the institute partner with the names and complete contact information of the specific individuals to be contacted in case of an emergency (emergency contacts). NBCC-I will share this information with the institute leader.
2. In the event of a participant related emergency, the individual(s) identified by the participant as emergency contacts will be contacted by NBCC-I, the institute partner, or the institute leader.
3. 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. Any related expenses will be paid for by the participant.

4. If a participant decides to leave the institute for any unexpected reason, the institute leader will immediately inform NBCC-I or the institute partner. Reasonable arrangements will be made to accommodate the situation.
5. Upon arrival at the institute location, participants should inform the institute leader of any pertinent medical information (e.g., food or drug allergies) in case of emergency.

K. PARTICIPANT ASSUMPTION OF RISK/ RELEASE OF LIABILITY.

1. Participants understand that international travel programs involve certain risks, and agree to assume such risks voluntarily. In consideration of being permitted to participate in an institute, each participant agrees to release and indemnify NBCC-I, the institute partner, and the local institute host, as well as their employees, agents, directors, officers, volunteers, sponsors and other representatives from any liability for any losses, damages, or injuries arising out of the participants participation in the institute.
2. 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, stolen, or damaged property.

L. 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, and decide, if the intended publication can be published or distributed, and if the publication is to be modified. NBCC-I may prevent the publication and distribution of such material.
2. Publication Participant Information. Participant publications cannot include information that identifies other institute participants or other individuals related to the institute. Participant publications also cannot include photographic images of institute participants or other individuals unless the individuals 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 first must complete the NBCC research review process in order to proceed with data collection and any subsequent publication.

M. POLITICAL DISCUSSIONS

Each institute is focused on service and educational activities, including activities related to the location and community where the institute is conducted. Participants must act as respectful guests in the institute community, and are required to be mindful of local customs and beliefs (e.g, political, religious) during the institute, and must avoid acting as social advocates. NBCC-I provides participants with information related to the institute's community and culture to support an enriching and respectful learning experience.