



IFBPT Continuing Education Requirements

The continuing education (CE) requirement for renewing your NFBPT credential is:

20 hours of continuing education per two-year renewal cycle (10 hours of CE per year).
(30 hours for Mentor/Supervisor status)

Approved Continuing Education Topic Areas

Activities taken for renewal credit need not be from an NFBPT approved provider. However, the activities must fall under one of the following content areas (See [Ways to Earn Continuing Education below](#) for details). Continuing education activities taken for renewal credit must focus on increasing knowledge and/or skills in one or more of the areas listed below.

Biblio/Poetry Therapy Theory and Practice

Approved topics in the area include: contemporary practice in biblio/poetry therapy, use of literature for specific populations, therapeutic writing, creative writing

Counseling Theory/Practice and the Helping Relationship

Approved topics in the area include: contemporary counseling theories, principles and techniques of counseling and their application to professional settings; information on the use of the current edition of the DSM; the mind-body connection and its applications in the counseling setting; burn-out prevention designed for helping professionals; counselor self-understanding designed for mental health professionals

Human Growth and Development

Approved topics in this area include: the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; life-span theory; learning theory; and end-of life issues.

Social and Cultural Development

Approved topics in this area include: societal changes and trends; multicultural trends; social or cultural issues affecting individuals, couples and families; differing lifestyles; major societal concerns such as violence, poverty, terrorism, stress, person abuse, substance abuse, religious/spiritual issues, and discrimination; and, methods for alleviating such concerns..

Research and Program Evaluation

Approved topics in this area include: types of academic and professional research; basic statistics; research-report development; research implementation; counseling program evaluation; publication of counseling research information; and, ethical and legal considerations in counseling research.

Professional Identity and Practice Issues

Approved topics in this area include: professional roles and functions; professional goals and objectives; professional organizations and associations; ethical and legal standards; professional preparation

standards; professional credentialing in mental health; federal and state laws and regulations affecting counselors; practice management issues for mental health professionals; the counselor as professional consultant; clinical supervision of mental health professionals.

Conferences

Examples would include NAPT national conferences and/or professional in-service sessions covering many topics.

Ways to Earn Continuing Education Credit

The following is a list of the approved methods for earning or claiming continuing education credit for renewal of NFBPT credentials. Also listed is any limit or restriction on the number of CE hours permitted for each method PER YEAR.

College or University Courses

No CE hour limit.

Courses may be audited. Transcript, grade report, or verification form required for documentation.

Seminars, Workshops, or Conferences

No CE hour limit.

Certificate, verification form, or letter verifying attendance required for documentation.

Publication/Presentations/New Program Development

Limit of 10 CE hours for this entire category.

- **Publication** activities are limited to articles in peer-reviewed journals, a chapter in an edited book, or a published book. Required documentation for publication credit is a copy of the cover page of the article or book. For the chapter in an edited book, include a copy of the table of contents.
- **Presentations** made to professional organizations to increase public awareness of biblio/poetry therapy are included in this category. Presentations, workshops, or classes taught in the course of your regular professional scope of practice are not considered eligible. Only actual presentation time may be counted. A letter from the sponsor or professional colleague, and a summary of the evaluations from the events are required documentation.
- **New Program Development** includes new course, seminar, workshop, or community program development. New courses may be graduate or undergraduate but must be at regionally-accredited colleges or universities. Documentation must include a new course proposal and syllabus or a letter from the department chair. New school, hospital, or agency in-service programs, hospital mental health team designs, or extensive community outreach systems may also be submitted. All such submissions must include documents, dated proposals, and supporting materials.

Dissertation

Limit of 5 CE hours.

List the dates for which credit was granted by your college or university for work done toward the completion of your dissertation. List the title of your dissertation and the name of your college or university. A copy of the transcript or title page of the dissertation is required for documentation.

Supervision/Consultation

Limit of 5 CE hours.

Renewal credit can only be granted for supervision/consultation received on a regular basis with a set agenda. Renewal credit cannot be granted for supervision which you provide to others. List the start and end dates of the period in which the supervision occurred. Under supervision, list the site where supervision was provided. List the name of the supervisor. A letter from the supervisor is required for documentation. Supervision for academic credit should be listed under coursework. A maximum of 25 contact hours can be granted in a five-year period for supervision taken for academic credit. This supervision must appear on your transcript or grade report.

Leadership

Limit of 5 CE hours.

List the start and end dates of the period in which the leadership occurred. Under leadership list the names of the organization. Name the position held. The following leadership positions are acceptable for recertification credit: Officers of state or national counseling organizations; editor of professional journals; member of state or national counseling licensure/certification board; member of a national ethics disciplinary review committee rendering licenses, certification or professional membership; active member of a counseling/bibliotherapy committee producing a substantial written product; chair of a major counseling/bibliotherapy conference or convention; other leadership positions with justifiable professional learning experiences. The leadership positions must take place for a minimum of one year after the date of first certification. A letter from the organization with the dates and type of service is the required documentation.

Home Study Continuing Education

Limit of 10 CE hours

NFBPT credential holders are allowed to take up to half of the 20 required continuing education hours through home study programs. The same standards for selecting live programs apply to selecting home study programs. That is, they do not have to be NFBPT approved, but they must meet NFBPT guidelines for continuing education. Written annotations must be completed for independent study credit.

Unrelated Programs

Limit of 5 hours.

NFBPT allows credential holders to claim up to 5 hours of continuing education that do not meet the guidelines as long as the credential holder submits proof of attendance plus a written statement regarding how the activity assists them in their direct service of their clients. Examples include: language courses, software training, medical topics, etc.