



## National Council for Board Certification Interpersonal **W**hole-**B**rain **M**odel of **C**are™

### Application for Recertification for The Interpersonal Whole-Brain Model of Care Credential

In order to uphold professional standards, promote ongoing learning, and validate the competence and expertise of individuals who are certified in the Interpersonal Whole-Brain Model of Care™ (“IWBMC”), certificants holding the IWBMC credential are required to recertify every two years by earning Continuing Education Units (“CEUs”) in each of the following areas: Hands-on, Field-related, and Personal Development. For details that outline the rationale for recertification requirements, please refer to the Interpersonal Whole-Brain Model of Care Provider or Evaluator Certification Handbook. Handbooks also detail acceptable certificate renewal activities and evidence needed to recertify. To allow adequate time for processing, please submit this application and all materials along with the required fee at least four (4) weeks prior to the expiration of your IWBMC-CP or IWBMC-CE credential. A brief outline of suggestions and processes is provided below:

#### Prepare for Recertification

- Ensure that CEU evidence applies to each required area: Hands-on, Field-related, and Personal Development.
- Check to see that evidence aligns with what is acceptable via the IWBMC-CP or IWBMC-CE Handbook and label evidence accordingly.
- Make sure that individuals who supervised observations to meet the Hands-on requirement have completed and signed the Supervisor Criteria Form(s).
- If submitting evidence online, ensure that documents are formatted as PDF, JPEG, or other standard formatting.

#### Apply for Recertification

- Complete and send application, all evidence to support CEU completion, and pay the required fee at least four (4) weeks prior to current certification expiration.
- Completed application, evidence, and fee may be submitted in person, via postal mail, or online.

#### Recertification Review

- The NCBC Board will review all materials, including the application, evidence, and renewal fee, to ensure all components are complete and aligned with recertification requirements.
- If all materials are complete, verified, and meet requirements, the NCBC board will issue a new certificate that includes an updated renewal date within fifteen (15) days of receiving the recertification materials. A letter indicating that all requirements have been met and the new (updated) certificate will be provided to the certificant through postal mail and/or e-mail.
- If the application is incomplete, materials are incomplete or not in alignment, the NCBC Board will send notification and request additional information.

## Application for Recertification in the Interpersonal Whole-Brain Model of Care Credential

NAME \_\_\_\_\_ DATE TODAY \_\_\_\_\_

TYPE OF CREDENTIAL (IWBMC-CP/IWBMC-CE) \_\_\_\_\_

DATE OF CURRENT CERTIFICATE EXPIRATION \_\_\_\_\_

### EVIDENCE OF CONTINUING EDUCATION UNITS

	Hands-on Requirement	Field Requirement	Personal Development Requirement
Date Completed and Number of CEUs Earned			
Activity Description			
Type of Evidence Provided			

By signing below, I agree that all information and evidence provided is accurate to the best of my knowledge, and I understand that a recertification fee of \$250.00 is required for recertification.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_