National Council for Board Certification
Interpersonal Whole-Brain Model of Care®

Application for Re-certification 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 outlining the rationale behind re-certification requirements, please refer to the Interpersonal Whole-Brain Model of Care® Provider or Evaluator Certification Handbook. Handbooks also detail the acceptable certificate renewal activities and the evidence required 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 the application and all evidence to support CEU completion.
- Pay the required fee at least four (4) weeks prior to current certification expiration.
- The 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 or the materials are incomplete and/or not in alignment, the NCBC Board will send notification and request additional information.

Clock Hours/CEU Conversion	Re-Certification Requirements
- 1 clock hour = 0.1 CEUs - 2 clock hours = 0.2 CEUs - 5 clock hours = .5 CEUs - 10 clock hours = 1.0 CEUs	- IWBMC-CP: A minimum of 20 clock hours (2.0 CEUs) - IWBMC-CE: A minimum of 40 clock hours (4.0 CEUs)

Application for Re-certification 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

Activity Description	Date Completed	Clock Hours (total training/ observation hours)	Requirement Type (Circle One)	Type of Evidence Provided (i.e., letter of verification, certificate of completion, essay)
			- Hands-On - Field-Related - Personal Development	
			- Hands-On - Field-Related - Personal Development	
			- Hands-On - Field-Related - Personal Development	
			- Hands-On - Field-Related - Personal Development	
			- Hands-On - Field-Related - Personal Development	

			- Hands-On - Field-Related - Personal Development	
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			- Hands-On - Field-Related - Personal Development	
			- Hands-On - Field-Related - Personal Development	
			- Hands-On - Field-Related - Personal Development	
	Total Clock Hours:			

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

Print Name:_____

Signature:_____DATE:_____

For Office Use Only:		
Were all CEU Hours Received?	Yes	No
Were all three training types completed?	Yes	No