



Cosponsorship Information and Guidelines for ACEPs Partnering With Another ACEP

As of May 1, 2026, a cosponsorship application submission is no longer required by NBCC for ACEPs partnering with one or more ACEPs to offer a continuing education program for NBCC credit. NBCC encourages and supports collaboration between ACEPs as they work to provide quality, affordable continuing education to Counselors. Important information and guidelines regarding NBCC Continuing Education Provider Policy (Policy) for ACEPs partnering with ACEPs are explained below.

1. ACEPs partnering with ACEPs may cosponsor qualifying (programs that fully satisfy Policy) live and/or home study delivery format programs (subject to delivery format approval of each ACEP) for NBCC credit.
2. All cosponsoring ACEPs are equally responsible for satisfying Policy requirements.
3. All cosponsoring ACEPs are equally responsible for the resolution of issues that may arise relevant to the qualifying cosponsored program.
4. The approval statement (below) is required on all information and advertising materials (print and online) and the certificate of completion for cosponsored programs.

Applicants should include this approval statement on their sample certificate of completion submitted with the application:

[FIRST ACEP NAME], ACEP No. _____, and [SECOND ACEP NAME], ACEP No. _____, are cosponsors of this program. This cosponsorship has been approved by NBCC. Both ACEPs are responsible for this program, including the awarding of NBCC credit.

5. All cosponsoring ACEPs must be included in the ACEP approval statement.
6. ACEPs must complete a Cosponsor Relationship Form (see page 2) for each program offered for NBCC credit and maintain a copy, along with all other program records, for at least five (5) years.
7. NBCC retains the sole authority to impose conditions on a cosponsor relationship if NBCC determines the ACEPs and/or the cosponsored program offered for NBCC credit do not satisfy or contradicts Policy requirements.



Cosponsor Relationship Form

For the cosponsored program, indicate the responsible entity for each CE Provider Task (detailed in this form) and the names of the individual(s) assigned to carry out each task.

CE Provider Task	First ACEP	Second ACEP	Name of Person Responsible for Task
Program design and development	☐	☐	
Review of program content and learning objectives	☐	☐	
Review of presenter qualifications relative to the program content		☐	
Presenter contract(s) and/or hiring of presenter(s) (if applicable)	☐	☐	
Development of promotional materials		☐	
Development of program evaluation form	☐	☐	
Location selection (offered live in-person)	☐	☐	
Certificate of completion development	☐	☐	
Final selection of program		☐	
Distribution of promotional materials	☐	☐	
Registration management	☐	☐	
Attendance verification	☐	☐	
Authorized representative who will sign certificate of completion	☐	☐	
Certificates of completion distribution	☐	☐	
Compilation of participant evaluation summary	☐	☐	
Maintenance of attendance roster for 5 years		☐	
Maintenance of program evaluations for 5 years	☐	☐	
Maintenance of agendas for 5 years		☐	
Maintenance of promotional/marketing materials for 5 years	☐	☐	
Adherence to all policies not otherwise specified above	☐	☐	
Other: _____		☐	
Other: _____	☐	☐	