

**North Central Region Certification Committee
Guidelines for Those Seeking Candidacy or
Those Seeking to Meet a Subcommittee for Extension**

Students wishing to meet the North Central Region Certification Committee for admission to or extension of the status of Supervisory Candidate or the extension of Associate credentials need to address their request in writing (e-mail will suffice) and submit the certification review fee (\$150, payable to "ACPE – NCR") to the certification chairperson or bring the check to the subcommittee appearance and give it to the subcommittee chair.

Both the student and the certification chairperson will contact the designated subregion coordinator to determine a date and place for the certification subcommittee to meet. When possible, the subcommittee shall consist of five supervisors who have experience providing training or have sat previously on the Certification Committee or Commission. At least two of the members of the subcommittee shall be members in good standing of the North Central Region's Certification Committee, including the presenter.

The student can refer to the ACPE Certification Manual to find guidelines and requirements. All relevant materials are to be in the hands of the presenter at least four weeks prior to the committee appearance and in the hands of all other committee members at least two weeks prior. All papers are to have a standard 1" margin and a type size no smaller than 10 lower case cpi. If the fee has already been paid, the student shall submit a copy of the receipt or verification of payment from the certification chair.

The student can expect a hospitable, respectful, and collegial experience before the subcommittee. The decision of the subcommittee, along with any notations or recommendations, will be provided orally at the close of the subcommittee and in writing no more than two weeks following the date of the committee appearance. A feedback form will be given to the student in training, inviting their reflections in writing.

If denied, the candidate may consider an appeal, as outlined in the Standards, and has up to thirty days to file that appeal from the date of receipt of the Committee Action Report. After thirty days, committee members are able and willing to discuss the interview and committee action report at the student's request.