



## SUBMISSION GUIDELINES & OTHER IMPORTANT INFORMATION

### SUBMISSION DEADLINE

All submissions must be received by **August 1, 2022** for consideration for inclusion in the 2023 agenda/s.

### DATES/LOCATION

[West Coast Symposium](#) - La Quinta, CA, June 1 - 3, 2023

[East Coast Symposium](#) - Baltimore, MD July 28 – 30, 2023

[Cape Cod Symposium](#) - Hyannis, MA September 7 - 10, 2023

[Rocky Mountain Symposium](#) - Denver, CO September 29 – October 1, 2023

### SESSION DETAILS

All concurrent CE/CME sessions at the symposia are allotted a **TOTAL** of 90 minutes, with the exceptions of the luncheon plenaries, which are 60 and the pre/post con sessions which are 3 or 6 hours. Please make sure your proposed session is designed to fit within this timeframe.

### EVALUATION CRITERIA

Comprehensive sessions must meet the criteria for continuing medical education (CME). Additionally, proposed sessions will be evaluated on (but not limited to):

- Relevance to the SUD and Mental Health professional community
- Diversity, quality, and depth of the topic
- Balance and objectiveness of the topic
- Scientific merit of the topic
- Learning format of the session
- Qualifications of the faculty

### NBCC CONTENT AREAS AND TOPICS

#### 1. Counseling Theory/Practice and the Counseling Relationship.

Continuing education programs in this content area provide an advanced understanding of the counseling processes, including, but not limited to, the following topics. Category 1 Presenter required for the following topics:

- ▶ Foundational and well-established counseling theories, principles, and techniques of counseling and their application in mental health settings.
- ▶ Diagnosis and treatment of mental disorders.
- ▶ Wellness and prevention within counseling and treatment.
- ▶ Crisis intervention techniques for counselors to use in response to disaster or other rapid onset

- ▶ trauma-causing events, including but not limited to, psychological first aid strategies.
- ▶ Psychophysiological awareness and mindfulness in the counseling process.
- ▶ Distance counseling.
- ▶ Biofeedback used in a mental health setting.

## 2. **Human Growth and Development.**

Continuing education programs in this content area provide an advanced understanding of the nature and needs of individuals at developmental levels, and are relevant to professional counselors and the counseling profession. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Human Growth and Development topics include, but are not limited to, the following topics.

Category 1 or 2 Presenter required for the following topics:

- ▶ Foundational and well-established theories, including, but not limited to, personality theory, lifespan theory, learning theory, and human development theory.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ End-of-life issues within the scope of practice of mental health professionals.
- ▶ Information related to developmental crises; disabilities; and, situational, transitional, and environmental factors that affect behavior.

## 3. **Social and Cultural Foundations.**

Continuing Education programs in this content area provide an understanding of the issues and trends in a multicultural and diverse society that impact professional counselors and the counseling profession. A Category 1 Presenter is required for all program content and information related to the counseling and/or treatment of clients. Social and Cultural Foundations topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topic:

- ▶ Multicultural competency as a professional counselor.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Societal subgroups.
- ▶ Societal changes and trends.
- ▶ Mores and interaction patterns.
- ▶ Major societal concerns.
- ▶ Social justice.
- ▶ Cross-cultural effects, such as acculturation, assimilation and multicultural and pluralistic trends.

## 4. **Group Dynamics and Counseling.**

Continuing education programs in this content area provide an advanced understanding of therapeutic group development, dynamics and counseling theories; and, group counseling methods and skills, including, but not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Group counseling theories and group counseling leadership styles.
- ▶ Developmental stages in group counseling and related principles of group dynamics.
- ▶ Group counseling methods and skills.
- ▶ Group members' roles and behaviors within a mental health setting.

## 5. **Career Development and Counseling.**

Continuing education programs in this content area provide an advanced understanding of career counseling, development and related life factors. A Category 1 Presenter is required for any program content related to the counseling and/or treatment of clients. Career Development and Counseling topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Theories, principles, and techniques of counseling as applied to work and career.
- ▶ Career counseling processes and resources, including, but not limited to, those applicable to specific communities and populations.
- ▶ Career/life planning and decision-making models.
- ▶ Life-work role transitions, including, but not limited to, outplacement and retirement counseling.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Career development program planning, resources, and program evaluation.
- ▶ Assessment of work place environment for purposes of job placement.
- ▶ Trends in job search.
- ▶ Career avocational, educational, occupational and labor market information, and resources and career information systems.

## 6. **Assessment.**

Continuing education programs in this content area provide an advanced understanding of approaches to assessment and evaluation in counseling practice. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Assessment topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Diagnostic interviewing.
- ▶ Clinical assessment and interpretation for use in treatment planning.
- ▶ Ethical strategies for selecting, administering, and interpreting assessment and evaluation instruments.

Category 1 or 2 Presenter required for the following topics:

- ▶ Information on the current edition of the *Diagnostic and Statistical Manual of Mental Disorders (DSM)*.
- ▶ Implementation and interpretation of standardized assessment instrument protocols.
- ▶ New and existing assessments.
- ▶ Issues related to assessment development.
- ▶ Legal issues related to counselor authority to administer and interpret tests and inventories that assess psychopathology, abilities, interests, and career options.
- ▶ Information on basic classification, indication and contraindications of commonly prescribed psychopharmacological medications, in order to make appropriate referrals for medication evaluations, and to identify the side effects of medication.

## 7. **Research and Program Evaluation.**

Continuing education programs in this content area provide an advanced understanding of research methods, statistical analysis, needs assessment and evaluation, and ethical and legal considerations in research. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Research and Program Evaluation topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ Critical evaluation of research findings and its clinical implications.
- ▶ Development of measurable outcomes for counseling interventions.

Category 1 or 2 Presenter required for the following topics:

- ▶ Foundational and well-established research design and methods.
- ▶ Statistics in research.
- ▶ Research report development and information on disseminating research findings.
- ▶ Critical evaluation of research findings.

## 8. **Counselor Professional Identity and Practice Issues.**

Continuing education programs in this content area provide an understanding of various aspects of professional functioning as graduate-level counselors. A Category 1 Presenter is required for all program content related to the counseling and/or treatment of clients. Counselor Professional Identity and Practice Issues topics include, but are not limited to, the following topics.

Category 1 Presenter required for the following topics:

- ▶ NBCC and/or ACA ethical codes and conduct standards in professional counseling and/or counseling research.
- ▶ Ethical decision-making models directly related to counseling practice.

- ▶ NBCC certification, state licensure, and related mental health public policy.
- ▶ Professional counseling organizations and associations, limited to NBCC, CACREP, ACA and its branches and divisions.
- ▶ Roles and processes related to counselor advocacy on behalf of the profession and the client.
- ▶ The counselor's role and function as a member of an interdisciplinary team.
- ▶ Starting and maintaining a counseling practice to include business-planning, quality control, servicedelivery, billing and reimbursement, fee-setting, capacity-building, referrals, and ethical marketing.
- ▶ Effective and ethical utilization of social media.
- ▶ Counselor self-assessment to address areas for ongoing professional growth.
- ▶ Critical analysis of emerging issues in the counseling profession.
- ▶ Clinical supervision models, practices, and processes for professional counselors.
- ▶ The counselor's role and function as a professional consultant.
- ▶ The counselor's role and function as a forensic interviewer.

Category 1 or 2 Presenter required for the following topic:

- ▶ Legal issues in professional counseling and/or counseling research.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Self-care strategies and burnout prevention appropriate to the counselor role.
- ▶ Grant writing for counselors and counseling programs.

## 9. **Wellness and Prevention.**

Continuing education programs in this content area provide psycho-educational information for counselors to enhance their ability to promote optimal wellness related to client mental health. A Category 1 presenter is required for all program content related to the counseling and/or treatment of clients. Wellness and Prevention topics include, but are not limited to, the following topics.

Category 1, 2, or 3 Presenter required for the following topics:

- ▶ Complementary Alternative Medicine (CAM).
- ▶ Community-based wellness initiatives.
- ▶ Conflict resolution.
- ▶ Sex education.
- ▶ Sleep hygiene.
- ▶ Nutrition.
- ▶ Anger management.

## **FORMATTING GUIDELINES**

Please adhere to the following formatting guidelines when submitting your proposal. Following these instructions helps us review your submission more efficiently:

- TITLES

- Do not use abbreviations in session titles
- The title of your presentation should be formatted with “leading caps” where appropriate.

#### **EXAMPLES:**

~~EFFECTIVE~~ TREATMENT STRATEGIES IN RURAL POPULATIONS

~~effe~~ctive treatment strategies in rural populations

Effective Treatment Strategies in Rural Populations

#### • LEARNING OBJECTIVES

- Learning objectives are statements that clearly describe what the learner will know or be able to do as a result of attending your educational program.
- Learning objectives must be OBSERVABLE and MEASURABLE and be able to be achieved within the timeframe of the workshop/session
- Learning objectives should (1) focus on the learner, and (2) contain action verbs that describe measurable behaviors

**GOOD VERBS:** List, Describe, Apply, Analyze, Assess

**BAD VERBS:** Know, Understand, Learn, Appreciate

#### • PRACTICAL TAKE-AWAYS

- We require all presentations to provide the audience with “Practical Take-Aways” from a session to apply to their patients and/or practice. Practical Take-Aways should incorporate action verbs that describe measurable behavior.

#### • OVERALL

- Please be as complete and descriptive as possible to avoid questions during the review round.
- Please use regular sentence formatting (capital letters where necessary, no CAPSLOCK)

#### **SUBMITTER/SPEAKER INFORMATION**

In addition to the submitter, you can enter additional presenter/s.

The submitter of the abstract will automatically be listed as the lead presenter on the proposed session. Please keep this in mind when drafting your submission.

In addition to providing contact information, we require all presenters provide the following with their abstract submission:

- Title/Affiliation as you would want it to appear on conference materials if your session is accepted
- Up to date CV
- Headshot
- Disclosures

#### **REVIEW PROCESS**

Our symposia planning committee, made up of a diverse group of behavioral health professionals, will review the proposals and educational concepts presented and evaluate the diversity, quality, and depth of the topic. Submissions are reviewed on a rolling basis, however final determination as to which sessions will be selected does not occur until ALL abstracts have been submitted and reviewed.

## **SELECTION PROCESS**

Unfortunately, we are not able to accommodate all submissions. After a thorough review and thoughtful consideration, determinations are made as to which sessions will be selected for inclusion in the agenda. Acceptance and denial e-mails will be sent out by February 2023 to all submitters.

## **QUESTIONS**

Please review our Frequently Asked Questions. If we do not address your question in this document, please e-mail [kmyvett@hmpglobal.com](mailto:kmyvett@hmpglobal.com).