

## NBCC Minority Fellowship Program Frequently Asked Questions (FAQs)

### GENERAL QUESTIONS

**1. Is there a paper application?**

No, the application is only available online. Please attach all supporting documentation to your online application—do **not** mail or email any required documents. Your application will not be considered complete without **all** required documents.

**2. Does my application need to be completed in English?**

The application and all supporting documents must be in English.

**3. What happens if my application is not complete?**

It is the applicant's responsibility to submit a complete application. Incomplete applications will **not** be considered.

**4. Can I submit my application after the deadline date?**

Applications must be submitted by the deadline. You will be unable to submit an application once the deadline has passed and the application period closes.

**5. I already have an advanced degree. Can I apply for a scholarship or fellowship for another degree at the same level, e.g. a second master's degree or a second doctoral degree?**

Applicants are ineligible if they have already earned any advanced degree at the same level in a behavioral health field. Applicants are eligible if their other advanced degree is NOT already in a behavioral health field.

**6. My reference is unable to provide their reference letter before the deadline. Will you accept their reference after the deadline?**

No, applications and all supporting documents must be submitted by the deadline.

**7. If I am missing a document for my application or one of my submitted documents is not correct, will I be able to submit the updated document?**

No, applications and all supporting documents must be submitted by the deadline. This means documents must be submitted correctly. Due to the amount of applications, staff will **not** reach out to applicants to submit missing or corrected documents.

**8. If something in my application changes after I submit my application, what should I do?**

Please email us immediately at [foundation@nbcc.org](mailto:foundation@nbcc.org) if any aspect of your application changes.

**9. I receive funds from a work-study program through my university. Would this make me ineligible for the scholarship/fellowship?**

No. Federally sponsored work-study programs do not adversely affect an applicant's eligibility for MFP funds because the university is the actual employer. Only applicants who receive other federal training grant funds are considered ineligible.

**10. I receive other forms of financial aid. Will receiving the fellowship affect my financial aid status?**

You must check with your other funding source to determine if receiving the fellowship would impact any other financial aid sources.

**11. In order for me to qualify for the award, what kind of academic accreditation does my university need?**

Applicants for the MFP-MHC-Master's and MFP-MHC Doctoral fellowships must be enrolled full time in a CACREP-accredited counseling program. Students applying for the MFP for Addictions Counselors (Master's) can be enrolled (part time or full time) in a [CACREP-accredited](#), regionally accredited, or [NASAC-accredited](#) master's counseling program.

**12. How can I find out if my counseling program is CACREP accredited?**

You can identify CACREP-accredited programs at [cacrep.org/directory](http://cacrep.org/directory).

**13. My counseling program is in the process of attaining CACREP accreditation. Am I eligible for the fellowship?**

No. Applicants must be enrolled in a CACREP-accredited program. Only students applying for the MFP for Addictions Counselors (Master's) can be enrolled in a regionally accredited or NASAC-accredited master's counseling program in lieu of a CACREP-accredited program.

**14. Do I have to be enrolled full time in my academic program to be eligible?**

Applicants for the MFP-Mental Health Counseling Master's and MFP-Mental Health Counseling Doctoral Fellowships must be enrolled full time in their academic program. Programs are considered full time based on what the university or program considers full time.

Applicants for the MFP-Addictions Counseling Fellowship (Master's) can be enrolled part time or full time.

**15. I am enrolled in a school counseling program. Am I eligible to apply for a fellowship?**

Yes, applicants may be enrolled in a school counseling program, as long as the program is CACREP-accredited.

**16. Are students in other programs of study, such as social work, eligible for NBCC scholarships and fellowships?**

No. NBCC Foundation scholarships and fellowships are only awarded to counseling students. For a list of the organizations that administer the MFP for students in other disciplines, such as social work, psychology, nursing, psychiatry, or marriage and family therapy, click here:

[www.samhsa.gov/minority-fellowship-program/become-mfp-fellow#grantee-organizations](http://www.samhsa.gov/minority-fellowship-program/become-mfp-fellow#grantee-organizations)

**17. I was just accepted into my program, but I will not begin classes until January 2023. Can I still apply for the scholarship or fellowship?**

No, applicants must have taken courses during the fall 2022 semester. This means they may not have a pending or deferred status, or other future start date for their coursework.

**18. I graduate on December 15, 2023. Am I still eligible for the current application period?**

No. Eligible applicants must not have an anticipated program completion date before Dec. 31, 2023, which will be verified in writing by their academic department prior to the awarding of funds.

**19. Can I submit a copy of my transcript as my current academic documentation?**

Yes, if the transcript shows your fall 2022 class schedule.

**20. Are funds given directly to scholarship/fellowship recipients or to their institutions?**

Fellowship funds are given directly to recipients, who are responsible for any tax implications.

**21. What if I receive the fellowship and am unable to fulfill my commitments?**

Fellowships are awarded with the expectation that all commitments will be met. The NBCC Foundation Staff and Advisory Council will determine repayment requirements on a case-by-case basis.

**22. Where can I find the Letter of Good Standing?**

A link to the acceptable document is provided in the application. Please note that a letter written by your program coordinator or department chair is **not** an acceptable document. Electronic or digital signatures will **not** be accepted.

**23. What type of legal status documentation is required?**

Applicants must use the Lists of Acceptable Documents (<https://www.nbccf.org/assets/legalstatus.pdf>) to verify which documents to provide.

If an applicant has an unexpired document from **List A**, they only need to submit that form of identification. If an applicant does not have an unexpired document from List A, they must submit an unexpired document from **List B AND** an unexpired document from **List C**. If an expired document from List A **OR** List B **AND** List C is provided, or if you submit the incorrect documents, your application will be incomplete and will be considered ineligible.

**24. Can I apply for more than one fellowship?**

Yes, but you can only be awarded one.

**25. When must the two-year commitment of service be met?**

The two-year commitment to the target population begins as soon as you gain employment in the field after graduation. If the fellow returns to school for a different degree or postdoctoral training and is actively accepted into an educational program, the commitment timeframe would be extended until after graduation from that program.

**26. Would postdoctoral training qualify for the required two-year commitment of service?**

No, it would not qualify as time toward the commitment.

**27. How long should my personal statement be?**

Personal statements can be up to five (5) double spaced pages in length. Any pages past the fifth page will **not** be considered in the review.

**28. What should be included in my personal statement?**

Your personal statement is an example of your writing and is weighted heavily in your overall score. Effective personal statements show your heart and your passion. They are factual, thorough, articulate, and free of grammatical or spelling errors. Personal statements are limited to five double spaced pages in length. If more than five double spaced pages are submitted, we will only review the first five pages.

Written in narrative style, your personal statement should cover the following:

**1) YOUR INTEREST.** Why are you interested in the fellowship?

**2) YOUR PROFESSIONAL AWARENESS.** Describe your professional/counselor identity.

**(For those applying for the mental health counseling master's or doctoral fellowship)**

**3) YOUR COMMITMENT TO THE TARGET POPULATION.** Communicate your commitment to the mental health needs of one or more of the following: underserved minority communities, child/adolescent and geriatric groups, minority communities in inner cities and rural areas, minority persons (including LGBTQIA2S+), or those who are veterans or are from military families.

**(For those applying for the addictions counseling master's fellowship)**

**3) YOUR COMMITMENT TO THE TARGET POPULATION.** In your statement, please communicate your commitment to providing substance use disorder services to one or more of the following: underserved minority communities, child/adolescent and geriatric groups, minority communities in inner cities and rural areas, minority persons (including LGBTQIA2S+), or those who are veterans or are from military families.

**4) YOUR EXPERIENCE.** Where appropriate, use examples of your work/personal experience with the target population.

**5) YOUR PLAN.** Include a clear plan for how you intend to serve the selected population. This can be through an internship, volunteer experience, or paid work.

**6) YOUR NEED.** Indicate your financial need.

**29. What additional documents or attachments are needed for my application?**

**1. Updated Résumé or CV**

**2. Letters of Reference**

- Master's-level applicants must provide 2 letters of reference.
- Doctoral-level applicants must provide 3 letters of reference.

Reference letters should be provided electronically by the referrer. In your application, you will enter the email address(es) of those providing the reference letters. They will receive an email

with a link to upload their reference letter document. Be sure to have your referrer whitelist submittable.com or check their spam folder to ensure they receive your reference request.

### **3. Academic Program Documentation**

- You must submit a copy of your fall 2022 class schedule from your properly accredited counseling program document current enrollment.

### **4. Letter of Good Standing**

- The Letter of Good Standing must be completed and signed by your program's coordinator or department chair. A link to download the letter of good standing is found in the applicable application.

### **5. Personal Statement**

- See #27 and #28 for details about the personal statement.

### **6. Personal Statement Video**

- You will need to provide a video answering the following questions. Limit the video to no more than 5 minutes at maximum. Videos must be uploaded via a .mp4 or .mov file format:
  - (1) How is the MFP Program an ideal fit for you?
  - (2) What is your target under-served population and what barriers would you address to eliminate disparities in mental health issues for this population?
  - (3) In what way(s) would the MFP fellowship help you on your academic journey?

### **7. Legal Status Documentation**

- Because the MFP is federally funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), all eligible applicants must be U.S. Citizens or have permanent resident status. See #23 for more information about legal status documentation.

### **8. Terms & Conditions of Program Participation**

- Applicants will need to download and read the updated terms & conditions of program participation document located in the application, sign, and upload.

### **9. Ethical Considerations**

- Applicants who have any criminal or professional disciplinary matters, will need to upload a written statement describing the circumstances and upload final documentation regarding the matter's resolution.

## **ADDITIONAL QUESTIONS**

\*Questions specific to certain fellowships only. Not all fellowships will have additional questions.

### **MFP for Mental Health Counselors (Doctoral)**

#### **1. I do not hold the National Certified Counselor (NCC) certification. Am I still eligible for the fellowship?**

Applicants can still be eligible if they hold a full state license as a professional counselor, have a passing score on the National Counselor Examination (NCE) or the National Clinical Mental Health Counseling Examination (NCMHCE), and commit to apply for the NCC upon award and to complete the application process within the shortest possible timeframe after notification of the MFP award.

**2. How do I know if I would be eligible to become board certified by obtaining the National Certified Counselor (NCC) certification?**

Requirements of the NCC certification can be found on NBCC's website at [www.nbcc.org/Certification/NCC](http://www.nbcc.org/Certification/NCC). It is up to the applicant to verify their eligibility for the NCC certification prior to applying.

**3. What information am I required to submit as proof of my National Certified Counselor (NCC) certification?**

Applicants that possess an NCC certification must provide their NCC number **AND** a copy of their certificate. Applicants that do not possess an NCC certification must provide a copy of their full state license as a professional counselor, proof of passing the NCE or NCMHCE, **AND** a written commitment to apply for the NCC certification upon award and to complete the application within the shortest time possible. If applicants fail to submit ALL of the required documentation, their application will be incomplete and will be ineligible.

**MFP for Mental Health Counselors (Master's)**

**1. Am I required to be board certified by gaining the National Certified Counselor (NCC) certification prior to the end of the fellowship year?**

No. Mental Health Counselors Master's-level applicants must **apply** for the NCC certification prior to graduation from their master's degree program and must commit to completing the certification process **after** graduation. It is up to the applicant to verify their eligibility for the NCC certification prior to applying.

**MFP for Addiction Counselors (Master's)**

**1. How can I find out if my counseling program is NASAC accredited?**

You can identify NASAC-accredited programs at [nasacaccreditation.org](http://nasacaccreditation.org).

**2. Am I required to be board certified by gaining the National Certified Counselor (NCC) certification or the National Certification Commission for Addiction Professionals (NCC AP) certification prior to the end of the fellowship year?**

No. Addictions Counselors Master's-level applicants must apply for the NCC certification and/or the NCC AP certification **prior** to graduation from their master's degree program and must commit to completing the certification process **after** graduation. It is up to the applicant to verify their eligibility for the [NCC certification](#) or [NCC AP certification](#) prior to applying.

**3. What are the course requirements for fellows in the MFP Addiction Counseling?**

MFP Addiction Counseling fellows must commit to 12 semester hours of substance abuse/addictions course work, plus a full academic year of internship. (Note: The addictions course work need not be completed at your home university. The 12 hours must be taken by the end of your academic program, not exclusively during the fellowship award year. On a case-by-case basis, the 12 semester hours may be waived if you apply for your state addiction counseling certification and agree to complete the process).