

NBCCF Minority Fellowship Program (MFP) 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?

Applications must be submitted by the deadline. You will not be able to apply after the deadline has passed and the application period closes.

5. I already have an advanced degree. Can I apply for a 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 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?

Yes, however, applications and all supporting documents must be submitted correctly by the deadline. If you need to edit your application, you will make that request via Submittable no later than **June 16, 2025**. Due to the number 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 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 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 whether 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-Mental Health Counseling Master's and MFP-Mental Health Counseling Doctoral Fellowships must be enrolled full time in a CACREP-accredited counseling program or counseling program pending CACREP accreditation.

Students applying for the MFP-Addictions Counseling Fellowship (Master's) must be enrolled (part time or full time) in a CACREP-, institutionally, or NASAC-accredited master's level addictions counseling program or other master's level counseling program with a concentration in addictions.

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

You can identify CACREP-accredited programs at cacrep.org/directory.

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

Yes. Applicants can be enrolled in a counseling program pending CACREP accreditation.

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.

If awarded, all MFP-Mental Health Counseling Master's and MFP-Mental Health Counseling Doctoral fellowship recipients must remain enrolled full time in their academic program for the duration of the fellowship.

If awarded, all MFP-Addictions Counseling Fellowship (Master's) recipients must remain enrolled part time or full time in their academic program for the duration of the fellowship.

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 or pending CACREP accreditation.

16. Are students in other programs of study, such as social work, eligible for NBCCF fellowships?

No. NBCC Foundation 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.

17. I did not begin classes until January 2025. Can I still apply for the fellowship?

No, applicants must have completed courses in a properly accredited counseling program in fall 2024 or spring 2025.

18. I was just accepted into my program, and I do not begin classes until the summer or fall 2025 semester. Can I still apply for the fellowship?

No, applicants must have completed courses in a properly accredited counseling program in fall 2024 or spring 2025. Applicants must also be currently enrolled in courses.

19. I graduate on Sept. 15, 2026. Am I still eligible for the current application period?

No. Eligible applicants must not have an anticipated program completion date before Sept. 30, 2026, which will be verified in writing by their academic department prior to the awarding of funds.

20. Can I submit a copy of my transcript as my previous academic documentation?

Yes, if the transcript shows your completed semester.

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

Yes, if the transcript shows your current enrollment in courses.

22. Are funds given directly to fellowship recipients or to their institutions?

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

23. 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.

24. 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.

25. 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.

26. Can I apply for more than one fellowship?

Yes, but you can only be awarded one.

27. When must the 2-year commitment of service be met?

The 2-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.

28. Would postdoctoral training qualify for the required 2-year commitment of service?

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

29. How long should my personal statement be?

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

30. What should be included in my personal statement?

Your personal statement is an example of your writing and is weighed 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 (5) double-spaced pages. If more than five double-spaced pages are submitted, we will only review the first five.**

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.
- 3) **YOUR COMMITMENT TO THE TARGET POPULATION.**
 - a. **(For those applying for the Mental Health Counseling Master's or Doctoral fellowship)**
Communicate your commitment to the mental health needs of your target underserved community.
 - b. **(For those applying for the Addictions Counseling Master's fellowship)**
Communicate your commitment to providing substance use disorder services to your target underserved community.

- 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.

31. 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 two letters of reference.
- Doctoral-level applicants must provide three letters of reference.

Reference letters should be provided electronically by the referrer. In your application, you will enter the email addresses of those providing the reference letters. They will receive an email with a link to upload their reference letter. 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 transcript (unofficial is acceptable) or class schedule documenting the completion of courses in fall 2024 or spring 2025 and 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 No. 30 and No. 31 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. If the video exceeds 5 minutes, only the first 5 minutes will be reviewed. Videos must be uploaded via a .mp4 or .mov file format:
 - How is the Minority Fellowship Program an ideal fit for you?
 - What is your target underserved population and what barriers would you address to eliminate disparities in mental health issues for this population?
 - 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 No. 26 for more information about legal status documentation.

8. Terms and Conditions of Program Participation

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

9. Ethical Considerations

- A written statement describing the circumstances and upload of final documentation regarding the matter's resolution is required if any of the following conditions are met:

- Applicant has ever been the subject of a prior criminal felony, misdemeanor, other criminal conviction, or such pending matter.
- Applicant has been the subject of a government agency or professional organization conduct or other complaint matter, including a disciplinary or complaint matter, within ten (10) years prior to the date of the fellowship application.

ADDITIONAL QUESTIONS

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

MFP for Mental Health Counseling (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 nationally 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. 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 Counseling (Master's)

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

No. Mental Health Counseling Master's 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 Addictions Counseling (Master's)

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

You can identify NASAC-accredited programs at nasacaccreditation.org.

2. Am I required to be nationally 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. MFP Addictions Counseling Master's 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 Addictions Counseling?

MFP Addictions Counseling Fellows must commit to 12 semester hours of substance abuse/addictions coursework, plus a full academic year of internship. (Note: The addictions coursework 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 addictions counseling certification and agree to complete the process).