



March 19, 2025

RE: Single Program Application Decision

VIA EMAIL ONLY

Patti Graham  
South Carolina First Responder Assistance & Support Team (SC FAST)  
PO Box 211725  
Columbia, SC 29221

Dear Patti,

NBCC completed its review of the single program (SP) application submitted by South Carolina First Responder Assistance & Support Team (SC FAST) (the Provider), and the information provided in related communications with NBCC. As the result of this review, the SP application is approved by NBCC.

Consistent with *NBCC Continuing Education Provider Policy* (Policy) Section K.1(a), the program identified below may be offered for NBCC credit for the duration of 12 months following the approval date conditioned upon no material change to the program and compliance with all Policy requirements. The Provider may change the approved program's location and/or date. In addition, the Provider may offer the approved program in person and/or via online instruction that permits real-time interaction between the participants and the presenter(s). The Provider may not change the program content, learning objectives, presenter(s), length, and agenda.

To continue offering the program for NBCC credit after the SP approval period expires, the Provider may submit a new SP application before the approval period expiration date. SP applications must be submitted consistent with the established deadlines found on the application at <https://www.nbcc.org/resources/ceproviders/applications>.

As a benefit, the Provider can request to list the approved SP, free of charge, in the calendar of live continuing education programs on the NBCC website. If the Provider would like to have the program listed in this calendar, complete and submit a request by using the *Listing Request Form* on the NBCC website at [https://www.nbcc.org/assets/ceprovider/nbcc\\_continuing-ed-calendar-request-form.pdf](https://www.nbcc.org/assets/ceprovider/nbcc_continuing-ed-calendar-request-form.pdf).

The Provider must carefully review the enclosed *Important Information and Directives* provided by NBCC and the NBCC Policy requirements located at <http://www.nbcc.org/Resources/CEProviders>. Please do not hesitate to contact us at [continuinged@nbcc.org](mailto:continuinged@nbcc.org) with questions.

Thank you for offering quality continuing education (CE) programs to counseling professionals.

Sincerely,

*Morgan Rierson*

Morgan Rierson, MSW  
Continuing Education Coordinator

**Provider:** South Carolina First Responder Assistance & Support Team (SC FAST)

**Program:** "Mile In Our Boots" Clinicians Academy

**NBCC Approval No.** SP-4841

**Approval Period:** 3/19/2025 – 3/19/2026



## **Important Information and Directives**

Below South Carolina First Responder Assistance & Support Team (SC FAST) (the Provider) will find directives related to advertising and offering NBCC credit for the identified approved program. Failure to follow directives and/or adhere to Policy may jeopardize current and future approvals.

### **Single Program Approval Requirements (Policy Sections K.1 and K.3)**

The Provider must display the following NBCC approval statement on the program information publications, print or electronic, and the program agenda:

“*“Mile In Our Boots” Clinicians Academy* has been approved by NBCC for NBCC credit. South Carolina First Responder Assistance & Support Team (SC FAST) is solely responsible for all aspects of the program. NBCC Approval No. SP-4841.”

The Provider may not shorten or otherwise alter the above statement or create its own statements concerning NBCC.

Recorded versions of the program may NOT be offered for NBCC credit under this approval.

### **Program Information Publication Requirements (Policy Section C.15)**

During the review, the Provider demonstrated how information required by Policy Section C.15 will be made available to the public. Now that the application is approved, the Provider must advertise the number of NBCC hours offered for completion of the program to fully satisfy Policy Section C.15 requirements.

### **Live Program Credit Measurement Requirements (Policy Section I.1)**

NBCC approved the program based on the agenda submitted with the application and the agenda submitted to NBCC by email dated 3/13/2025 that shows how the Provider determined the program offers a maximum of 17 NBCC hours.

### **Document of Completion Requirements (Policy Sections I.2 and I.3)**

The Provider must use the certificate of completion template provided to NBCC in the initial application submission to award NBCC credit. Certificates that issue NBCC credit hours to participants must include the following approval number: NBCC Approval No. SP-4841. The Provider may award NBCC credit to anyone who attends the approved live program as long as the Provider can verify that the participant was in attendance for the amount of time specified on the certificate of completion. Certificates of completion may not be distributed to participants prior to the end of the program.

### **Program Record Requirements (Policy Section C.10)**

Records must be maintained in accordance with Policy Section C.10. NBCC recommends keeping a sample of the certificate of completion that was distributed to participants.

### **Single Program Provider Information Reporting Requirements (Policy Section K.4)**

During the 12-month approval period, the Provider must promptly notify NBCC in writing of any change or modification to the Provider’s name or business and/or any involvement in any criminal investigation or case, any civil court matter, and any government agency matter. This written notification should be emailed to [continuinged@nbcc.org](mailto:continuinged@nbcc.org) with NBCC Approval No. SP-4841 and must be received by NBCC within 30 days of the change or modification and/or any involvement in any criminal investigation or case, any civil court matter, and any government agency matter.



**Single Program Report Form/Audit Requirements**

If participants express notable concerns and/or any irregularities occur during an offering of an approved program, the Provider is required to notify NBCC by submitting a *Single Program Report Form* no later than 60 days following the approved program. Although the Provider is NOT required to submit a copy of the certificate distributed to participants and a summary of participant evaluations, it is important to note that NBCC may request to review this information as a part of the audit process. Please see Policy, Sections H.1 and H.2 for more information about the evaluation summary Policy requirements. If needed, the *Single Program Report Form* located online at <https://www.nbcc.org/resources/ceproviders/toolbox>.

**Note Regarding the Approved Program**

During the review, the Provider clarified aspects of the program, including the presenters and immersive experiences. NBCC has approved the program with the understanding that the individuals identified on the SP multisession spreadsheet submitted on 3/13/2025 are the program presenters who will present and reinforce the program content. Additionally, NBCC understands that the four “Hands on Training (HOT)” tracks and “Multiple Casualty Incident (MCI)” track are immersive experiences that include other individuals to facilitate the experiences. Moreover, NBCC understands these immersive experiences will provide participants with the opportunity to ask questions and engage in a debrief to reinforce learning.