



Requirements for Certification

Certification Process for Students in the *Relational Impact Ministries'* Biblical Counseling Training Program

Instructions for students pursuing Certification with the Biblical Counseling & Coaching Institute:

PHASE ONE

STEP 1 – Classroom portion of training. (Total cost \$499)

- Complete 30 hours of classroom instruction and the required Q & A sessions with your instructor.
- Complete all homework assignments included in the classroom portion. (Assignments are located at the end of each Module.)

NOTE:

a. Each student has four (4) years to complete the certification process. The time limit begins on the date the student completes the 30 hours of classroom training.

b. The virtual classroom will be available to each student for one year, from the beginning of the semester enrolled until the following semester begins. If, for some reason, the student needs access to the virtual classroom after the one-year expires, but before the four-year time limit for completing certification has passed, please contact our office.

c. If a student lets the 4 years pass and has not completed the entire certification process, the student will need to take the 30 hours of classroom training, again, through our virtual classroom. A 50% discount will be applied.

STEP 2 – You will be enrolled in the Onward to Certification Class for the remainder of this process. You will simply follow the prompts. (Total cost under \$20.00)

- a. Complete and sign the Affirmation of Completion form, affirming that the above requirements have been met.
- b. Complete the Application for Certification.
- c. Sign and submit the Statement of Faith, Core Values, and Affirmations and Denials.



- d. The link to complete your background check through Protect My Ministry will be found in the Onward to Certification Class. There, you will pay the application fee (under \$20.00).
- e. Once we receive notification that you have passed your background check, you will be required to complete and pass the Child Safety Training Course. There is no cost for this.
- f. Submit a letter of recommendation from a church or Christian organization verifying your involvement in a ministry in which counseling skills are utilized.
- g. Submit three (3) Character Reference forms.

When all the above have been completed and received in our office, you are ready to move to Step 3.

PHASE TWO

STEP 3 - Complete Counseling and Theology Examinations found in the Certification Packet (Total cost \$250.00):

- a. The **\$250.00 supervision fee will be paid at the beginning of the evaluation process.**
- b. Complete the *Counseling and Theological Evaluations*. Type and double-space all answers and send them to Tim Russo. **Note – no less than one-half page and no more than one page per answer.**
- c. Both Evaluations, Counseling & Theological, should be submitted in one MS Word or Google document. When you have concluded the Counseling Evaluation, just start at the top of the next page to begin the Theological Evaluation and continue in the same manner. Use 12 pt. Times New Roman, 1-inch margins, 1.5 spacing. Support each answer with Scripture. If you choose to quote a person or text:
 - 1. Do so sparingly—no more than one short quote per page.
 - 2. Give the title of the book/article/link, name of author/speaker, page number if possible. For example, *Instruments in the Redeemer's Hands*, by Paul David Tripp, p. 12.

You will send the completed evaluations (exams) to your Certification Mentor at relationalimpactministries@gmail.com when you have completed both. **Please type "EVALUATIONS" in the subject line of your email.**



PHASE THREE

STEP 4 - Begin your 50 hours of supervised counseling. (Total cost \$250.00)

- a. The **\$250.00 supervision fee will be paid at the beginning of the supervision process.**
- b. After the supervision fee is received, you will receive a packet of forms for use during the supervision process.
- c. If desired, your Certification Mentor will be happy to meet with you (over the phone or via Zoom) to go over this portion of the certification process.

STEP 5 – RECEIVE YOUR CERTIFICATION

- a. **After completing your 50 hours of supervised counseling, you will need to become a member of BCCI (The cost is \$85.00. Membership renewals are due January 1 of each year.)**
- b. **Your certificate will be sent to you in the mail.**

STEP 6 – MAINTAINING YOUR CERTIFICATION – To maintain active status as a Certified Biblical Counselor (CBC), you must meet the following requirements:

1. To be completed annually:

- a. You will need to confirm your agreement with our Statement of Faith, Core Values, and Affirmations and Denials.
- b. Pay your \$85.00 certification renewal fee.
 1. If annual renewals are not received in our office by March 31, a \$25.00 late fee will be applied.
 2. If a CBC lets his/her membership lapse for more than one year, renewal of that membership will be determined on a case-by-case basis.
- c. Attend a minimum of 6 Certified Biblical Counselor monthly gatherings.
- d. Attend three (3) Continuing Education classes. These classes can be obtained through BCCI or another approved Biblical Counseling organization.
- e. Have remained in ongoing, active fellowship with a local church.



f. Have remained actively involved in Biblical Counseling on some level in the local church or with a recognized parachurch ministry where Biblical Counseling and discipleship are an ongoing part of the certified counselor's service in ministry.

2. To be completed every three years (in addition to the aforementioned):

- a. Background check
- b. The counselor will ask a pastor or elder to complete the church involvement form.