



# Association of Certified Biblical Counselors

## Fellow Candidate Checklist

Important note: All required documents must be submitted at the same time to [Certification@biblicalcounseling.com](mailto:Certification@biblicalcounseling.com), along with a copy of this checklist, checked affirmatively through Element Two.

### **ELEMENT ONE:**

#### **1. Maintain a Level 2 Membership in ACBC for a minimum of 2 years.**

- Date Certified: \_\_\_\_\_ Date Ordained: \_\_\_\_\_ Date of Level 2 Membership: \_\_\_\_\_
- Hold a post-baccalaureate theological degree.
- Have a passion for, and experience in, teaching biblical counseling (consistent with ACBC Training), in an ACBC or church venue.

#### **2. Gain significant experience counseling.**

- Conduct a minimum of 500 hours of counseling since becoming certified.

#### **3. Interview with the ACBC Director of Membership Services.**

- Initiate a phone call meeting via an email request to: [Certification@biblicalcounseling.com](mailto:Certification@biblicalcounseling.com).  
(The Membership Director will send you a *Clearance-to-Apply* email for your application Packet when you pass this initial interview.)

### **ELEMENT TWO:**

#### **1. Complete the ACBC Fellow Application Packet.**

- Complete the *Fellow Application* form.
- Acquire a *Confirmation Letter* from the church or ministry where you are counseling, stating you have met the 500-hour counseling experience requirement.  
(This must be on official letterhead and should explain how you have met the hours, by a specific record of your counseling or a statement summarizing the average number of hours a week, and the months you have counseled.)
- Request that your Pastor/Elder or fellow Pastor/Elder send in a *Pastor/Elder Recommendation* form.
- Request that two ACBC Fellows send in a *Fellow Candidate Recommendation* form.  
(One of these Fellows *must* be a member of the ACBC Board of Trustees. Download this form from the ACBC *Fellow Requirements* page online and send it to the Fellows.)
- Submit your remaining Application Packet to: [Certification@biblicalcounseling.com](mailto:Certification@biblicalcounseling.com). This includes: *The Application*, the 500 hours *Confirmation Letter*, a copy of your *Ordination Certificate*, *Post-Baccalaureate Degree(s) Documentation*, your *Clearance-to-Apply* email, as well as the two *Required Review Documents* discussed below under #2.).

- Postmark, by the same day, a check payable to ACBC for the \$200 application fee.

## **2. Submit to a Thorough Review of Your Theology and Practice.**

- Provide, with your *Application Packet*, a list of your published books, articles, sermons and lectures for a Committee of the ACBC Board of Trustees' review. Provide links to your material where possible. Send to: [Certification@biblicalcounseling.com](mailto:Certification@biblicalcounseling.com)
- Provide with your *Application Packet* (via link or PDF) a researched and well-written original publication (quality article, booklet or study) of 6,000 – 9,000 words that reflects your theology and practice and advances the knowledge of the biblical counseling movement. (The original publication may be a formerly published work or dissertation, and longer than 9,000 words, if written within 5 years of applying for Fellow Candidacy.) Send to: [Certification@biblicalcounseling.com](mailto:Certification@biblicalcounseling.com)
- Wait for an email from the ACBC office that your application has been approved for recommendation to the ACBC Board of Trustees, who will interview you and vote on your clearance to progress to Element Three. If your application is not accepted, you will be notified as to why.

Important Note: In order for a committee of the Board to consider your application in the current year, there is a deadline of the second Friday in August for the ACBC office to receive all your documents.

## **ELEMENT THREE:**

### **1. Begin Your Supervision of Two ACBC Candidates Under Fellow Oversight.**

- Receive an email from the ACBC office that the Board of Trustees has approved you to supervise two ACBC Candidates under Fellow Oversight. This email will include contact information for an Overseeing Fellow who is approved to conduct the oversight of your supervision.
- Contact and interview with the Overseeing Fellow who was recommended to you by the ACBC office. Forward him your *Application Packet* and email confirmation of approval for Element Three. If he agrees to oversee you, continue below.
- Observe (or listen to) your Overseeing Fellow supervise his own ACBC Candidates.
- Have two ACBC Candidates contact you for supervision. Meet your candidates in person or by phone to get to know them, answer questions about supervision or forms, and encourage them. If you aren't in contact with ACBC Candidates who desire your supervision, contact the ACBC office for assistance.

### **2. Carry Out Your Supervisions with Oversight.**

- Have your arranged supervision meetings/calls with your ACBC Candidates and carry out all your supervision duties. (Follow ACBC supervision protocol as instructed by your Overseeing Fellow and as laid out in the *Fellow Handbook*.)
- At the predetermined intervals, arrange your oversight meetings/calls with your Overseeing Fellow, providing him with the proper documentation beforehand and implementing his guidance afterwards. (Follow ACBC Fellow Candidate protocol as instructed by your Overseeing Fellow and as laid out in the *Fellow Handbook*.)
- Report to the ACBC office that you have completed your supervision and oversight. Your Overseeing Fellow will notify the ACBC Director of Membership Services whether or not you have successfully completed the Supervision Element, by submitting the ACBC Fellow Evaluation Form by email to [certification@biblicalcounseling.com](mailto:certification@biblicalcounseling.com).

**GAIN YOUR LAST APPROVALS:**

- Receive an email from the ACBC Office that you have passed your Supervision Oversight Element (or an email of next steps). This approval by your Overseeing Fellow will lead to a confirmation vote by the ACBC Board of Trustees.
- Receive an email from the ACBC office that you have obtained your **final confirmation of Fellow status**.