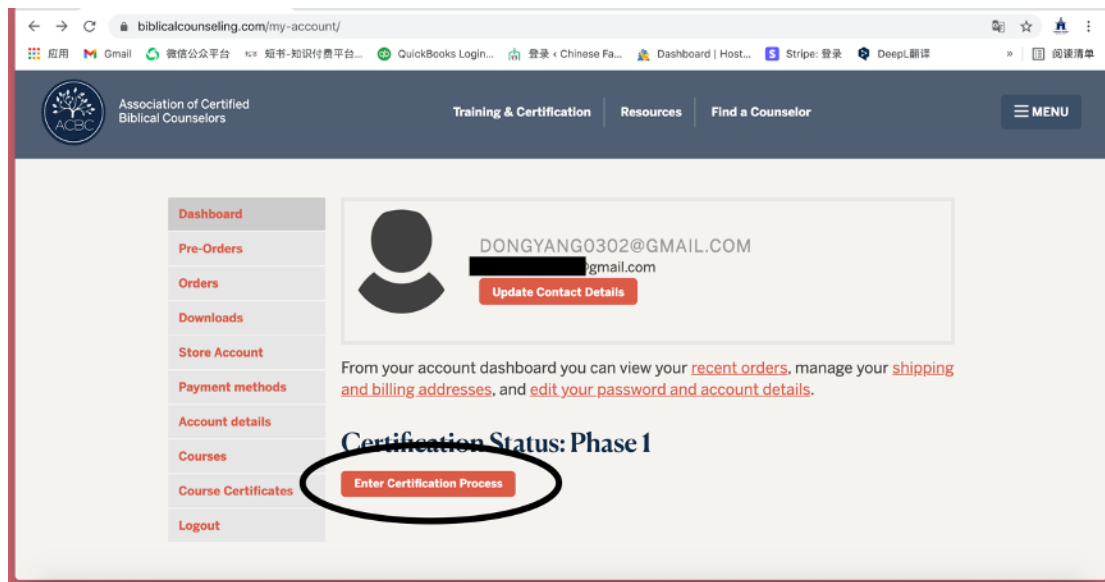


提交 ACBC 认证流程全记录

请仔细阅读

第一步：注册 ACBC 官网账号，网址 <https://biblicalcounseling.com/my-account/>

第二步：登陆账号，并点击页面下方的 **Enter Certification Process**



第三步：填写个人资料

之后你就进入到 Phase 1 学习汇报/个人资料填写页面，如果你已经看过 Phase 1 Resources，那么可以从 **CONTACT DETAILS** 开始依次填写，并包括以下信息：

Contact / Education / Church / Short Answer Questions

✧ 在填写 Church 一栏时，其中一项为填写所在教会网址（Church

Website)。若所在教会没有网址，可以随意选择一个网址格式的信息填入（举例：www.nochurchwebsite.com），非网站格式无法满足填写要求。这种情况下，ACBC 通常会在对 Phase1 进行 Review 时，发送邮件问询一些接续问题（比如：所在教会信仰宣言、教会牧者情况等信息），届时相应予以邮件回复即可。

- ✧ 在填写 Short Answer Questions 一栏时，你会看到十余个简答题，问题涉及个人信主经历、申请资格认证的动机、是否接受过教会惩戒等等。对于其中两题，给出答题指引（仅为参考）见截图：



1. 关于“Summarize your approach to counseling”：此题要求申请者简要总结所采用的辅导方法和路径，出题者想借此了解申请者对于圣经辅导的综合认知与应用，即，你如何看待圣经辅导、如何运用圣经辅导的路径和方法进行辅导实践。在回答时，可结合课程所学，阐明你对圣经辅导的认识，以及如何在实践中运用圣经并展开辅导。比如：如何看待圣经在辅导中的全备性，如何在辅导实践中排他性使用圣经，如何在具体辅导中综合运用辅导要素（如建立关系、收集信息、给予盼望、教导指导、鼓励委身、融

合教会……), 等等。

2. 关于“Summarize your view on the role of psychology in counseling”: 此题要求申请者简要总结: “你对世俗心理学在辅导中所扮演的角色的看法”, 出题者想借此了解申请者如何从圣经视角看待世俗心理学, 借此初步判断申请者是在辅导中持守圣经的全备性? 还是有整合辅导倾向, 即接受在辅导中需要引入世俗心理学的理论和方法? 若此题的回答体现出整合倾向, 审核结果很可能不予通过。因此, 请在回答此题时慎重措词, 清楚表明你对圣经全备性所持立场, 并基于圣经对世俗心理学做简要、客观评析。参考资源: 可回看《辅导员神学根基》课程第三阶段第九和第十题的答题视频及讲义内容, 这两道题目涉及“如何基于圣经看待世俗心理学的有限性”。第九题题目如下: “解释普遍恩典这一教义的含义。结合这一教义, 谈一谈你如何看待世俗心理学家探索有关人性状态真实信息的局限性。”第十题: “解释罪对理性的毒害这一教义的含义。结合这一教义, 谈一谈你如何看待世俗心理学家探索有关人性状态真实信息的局限性。”进而从普遍恩典、罪对理性的毒害、圣经的全备性等角度, 对世俗心理学进行总结和论述, 表明排他性使用圣经进行辅导的立场。

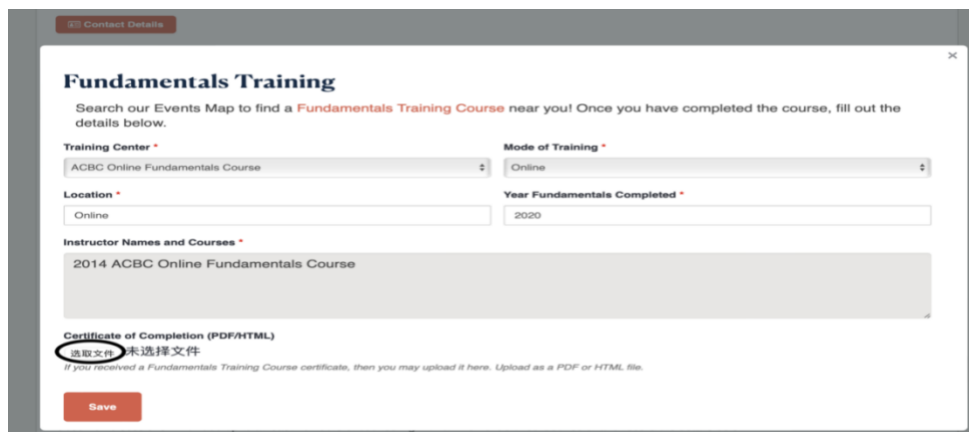
除以上两题之外, 其他题目均为信息收集题, 按情况提交即可。如果对自己所填写的内容不够确认, 可联系机构同工审核把关。

第四步：填写基础课程参训信息

请注意：如果您是 2024 才开始在 CFM 报名学习《圣辅基础课程》：您的该门课程将不能计入 ACBC 认证；因为 ACBC 通知：自 2024 年开始，该门课只能在 ACBC 认证的培训中心学习才能被纳入认证成绩；CFM 正在考虑是否申请 ACBC 的认证培训中心，若申请，则会通知您；因此，若您在 2024 年（含）以后学习《圣辅基础课程》，您仍需在 ACBC 认证的培训中心另行学习以取得此门课的认证成绩；参与 CFM 的其他课程，如《进深（辅导方法与观摩视频）》将依然满足辅导观摩视频（Counseling Observations）的要求。



- ◇ 如果你是在 ACBC 官网接受的在线培训，可以根据你实际学习的年份填写相关信息——>选取文件——>保存——>系统会自动识别是否有报名资格。



33 Contact Details

Fundamentals Training

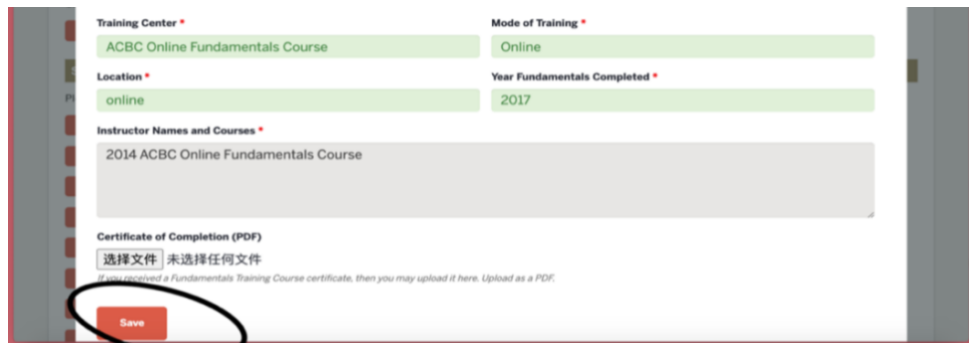
Search our Events Map to find a **Fundamentals Training Course** near you! Once you have completed the course, fill out the details below.

Training Center * ACBC Online Fundamentals Course	Mode of Training * Online
Location * Online	Year Fundamentals Completed * 2020

Instructor Names and Courses *
2014 ACBC Online Fundamentals Course

Certificate of Completion (PDF/HTML)
Select File 未选择文件
If you received a Fundamentals Training Course certificate, then you may upload it here. Upload as a PDF or HTML file.

Save



- ◇ **重要提示:** 根据 ACBC 最新要求, 对于在 CFM 完成基础课程学习的申请者, 申请 ACBC 认证时, 需要一份由 CFM 颁布的已完成基础课程证明书。获取证书请联系 CFM 高阶 (微信号: CFMAdvanced), 核实信息后为您制作。收到证明书后请点击“选择文件”上载网站;
- ◇ 如果你是在 CFM 学习的 Fundamentals Course, 可按照以下指引选择填写:

Training Center: ACBC Online Fundamentals Course

Mode of Training: Online

Location: Online

Year Fundamentals Completed: (按照你完成基础课程的年份填写)

第五步: 签字同意 ACBC 有关教义宣言等文件

STATEMENTS AND AFFIRMATIONS

Please carefully read and sign the position statements and affirmation documents below.

Standards of Doctrine: Affirmed July 20, 2021

[Affirm Standards of Conduct](#)

Membership Covenant: Affirmed July 20, 2021

[Affirm Constitution and By-Laws](#)

Policies and Procedures: Affirmed July 20, 2021

[Read Statement on Mental Illness and Medicine](#)

Statement on Gender, Sexuality, and Counseling: Affirmed July 20, 2021

[Read Statement on Licensure](#)

Statement on Female Pastors: Affirmed July 20, 2021

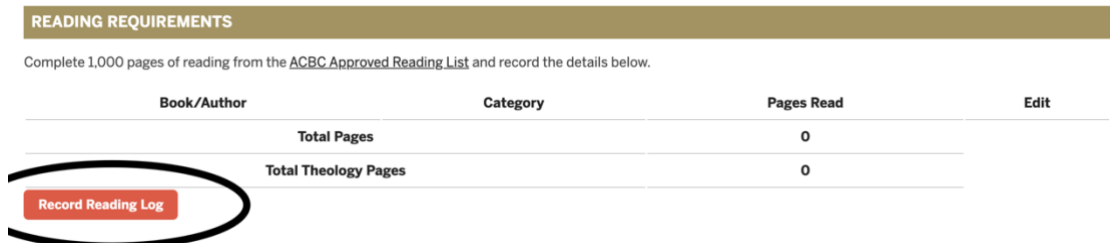
第六步：点击填写 RECORD OBSERVATION LOG



Observation Date	Name of ACBC Certified Counselor	Session Length (hours:minutes)	Edit
07/01/2021	Jim Newheiser	1 HOUR	Edit
Total Time		1:0	
Session Count		1	

请注意，这一步填写的要领是：要点击、上传至少十次 **RECORD OBSERVATION LOG**，如果你是通过 CFM 进深课程收看的观摩视频，以下的辅导员的的名字可供填写（他们分别辅导了 3 sessions）：Randy Patten、Jim Newheiser、Heath Lambert、Caroline Newheiser

第七步：点击填写 RECORD READING LOG。



Book/Author	Category	Pages Read	Edit
Total Pages		0	
Total Theology Pages		0	

- ✧ 这是 Phase1 申请的最后一步，所有填写完毕，点击提交后，显示状态为 **pending review**。之后等待审核。
- ✧ 期间 ACBC 通常会通过邮件发送相关确认信息，相应予以回复即可，该过程通常需要两周左右时间。Phase1 审核通过后，会收到类似这样的一封确认邮件：

Dear Mr. Haishan Li,

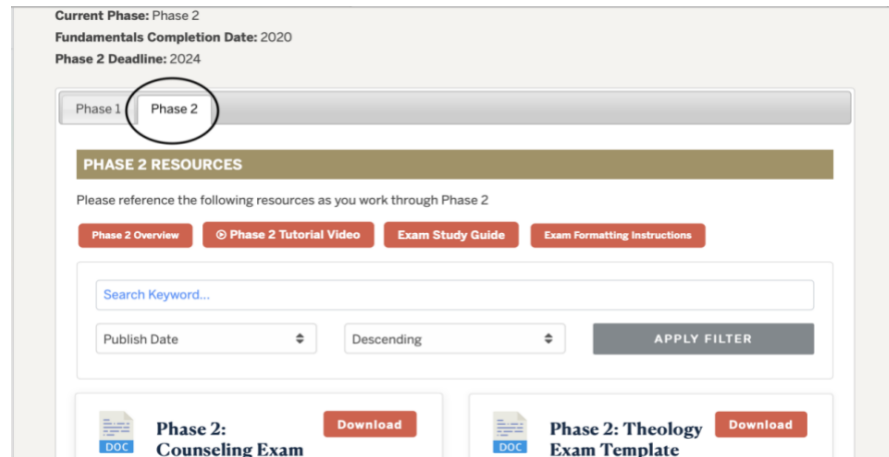
Thank you for all of your work so far in pursuing ACBC certification. Your Phase 1 has been reviewed and approved! Please visit your [certification dashboard](#) for instructions regarding Phase 2. Also, be sure to read the Overview and watch the entire Tutorial video available in Phase 2 to make sure you do not miss any important steps for completing and submitting everything properly; and make use of the Exam Study Guide and the Certification FAQ. If you have any questions, please feel free to reach out. God bless you!

In Christ,

Emily Stahly
Membership Services Coordinator
Association of Certified Biblical Counselors

5401 North Oak Trafficway | Kansas City, MO 64118
(816) 282-2836 | www.biblicalcounseling.com

✧ 点击 Certification Dashboard 进入申请界面，会显示状态为 Phase2:



第八步：上传 Phase2 所需已完成的考题。

✧ 你会看到 Phase2 的要求（见下图）

PHASE 2: EXAMS AND EVALUATIONS

In Phase 2, ACBC begins to assess your work to ensure your faithfulness to the Word of God in counseling.

Exams

Through 44 essay questions on theology and counseling, you will be stretched to study the Bible deeply and see what God's Word says on a variety of topics. These exams are open-book and you may complete them at your own pace.

Evaluations

Evaluations from those in your life will allow ACBC to better understand your character.

Short Answer Questions: Answer several short answer questions to help ACBC get to know you and your view of counseling.

Pastor/Elder Evaluation: A form for your pastor to fill out evaluating your spiritual maturity.

Colleague Evaluation: A form for a colleague (co-worker, fellow student, friend, etc.) to fill out evaluating your spiritual maturity.

Church Member and Authority Letter: Notice from your church that you are a member in good standing with your church, and that you are under the church's authority.

Ordination Certificate: Men who are ordained ministers may submit a copy of their ordination certificate.

Note: Once you begin the evaluation section of ACBC certification, we must receive all elements in that section within 6 weeks.

Grading Fee

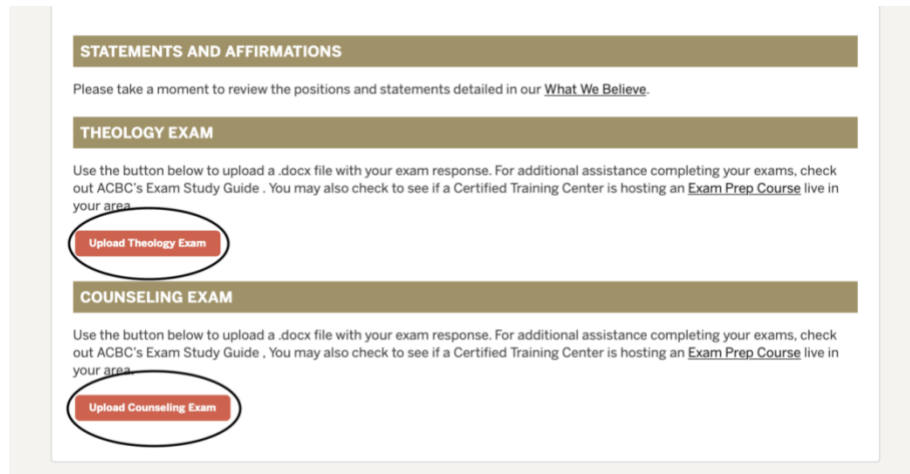
You will pay a \$100 fee for the grading of your exams.

Grading

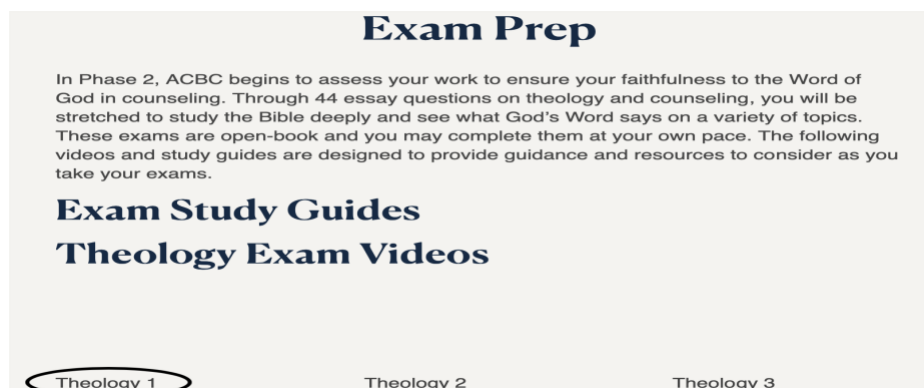
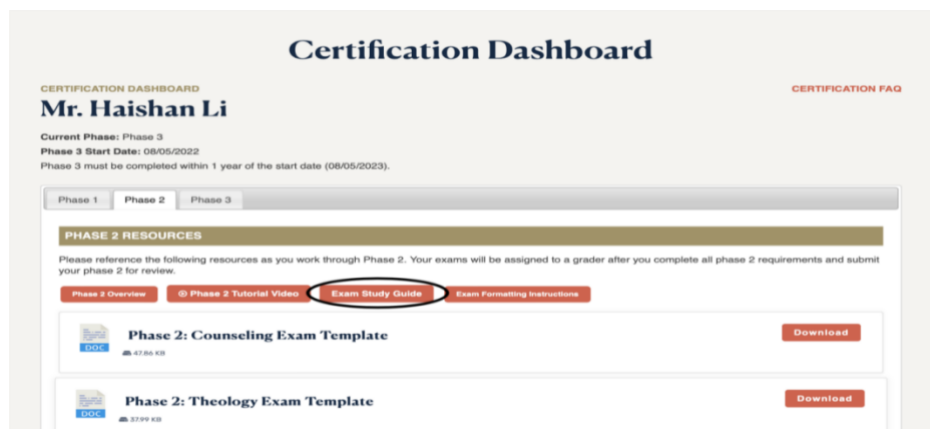
Once all elements above have been received, your exams will be graded and returned to you. Your exams are graded on a pass, rewrite, or fatal error basis. Your grader will likely suggest revisions and give tips to help you deepen your understanding through the revision process. This is an excellent opportunity to humbly grow in your understanding of many important topics!

✧ 点击屏幕中的 **Upload Theology Exam** 和 **Upload Counseling Exam** 分

别上载神学与辅导考试答案：



✧ 建议：在 Upload 考试答题之前，建议点击 Exam Study Guide（见下图），进入视频观看页面，透过观看 24 道神学考题+20 道辅导考题视频短讲，结合导师所讲内容，重新回顾、调整、修改题目作答。



第九步：缴纳申请费

提交考题后，可点击界面中的 **Pay Grading Fee** 完成缴费。缴费完成后会显示界面如下：

PAY GRADING FEE

Your payment has been received and processed.

Your grader payment has been received.

第十步：留下联系方式

- ✧ 点击 **Contact Details**，完成 **Short Answer Questions**（见下图）；

UPDATE CONTACT DETAILS AND SHORT ANSWER QUESTIONS

Please review and update or complete your personal information and short answer questions.

 **Contact Details**

- ✧ 内容可结合自己对圣经辅导的理解简单填写；
- ✧ 如需更新或补充个人信息，也可以在此步骤完成。

第十一步：填写评估信息

接下来，进入 **Pastor or Leader Evaluation** 和 **Colleague Evaluation** 信息内容填写

- ✧ 提交 **Colleague Evaluation** 信息（见下图）：

Click below to request your current pastor or elder's evaluation of your spiritual maturity.

Colleague Evaluation

Submitting this form will send an email to your colleague with a request to provide an evaluation of your spiritual maturity. You may resend a request to an active evaluator who has not responded. However, we recommend personally contacting them first.

Colleague *

Email *

Co-worker, fellow student, friend, etc.

Submit

✧ 在*栏目中填写 Colleague 姓名和 Email 地址，点击 **Submit** 提交，会显示以下确定页面：

COLLEAGUE EVALUATION

Click below to request a colleague's evaluation of your spiritual maturity.

Request Evaluation

Evaluation Request History

Date Requested	Colleague	Email	Status
09/22/2021		@gmail.com	Requested

✧ ACBC 会发送邮件给到指定的 Colleague, 并提醒填写 Evaluation。
填写完成并提交后，会显示页面如下：

COLLEAGUE EVALUATION

We have received an evaluation from your colleague.

Evaluation Request History

Date Requested	Colleague	Email	Status
09/22/2021		@gmail.com	Completed

Your colleague evaluation has been received.

✧ 按照同样操作步骤完成 Pastor or Elder Evaluation (见下图)：

PASTOR OR ELDER EVALUATION

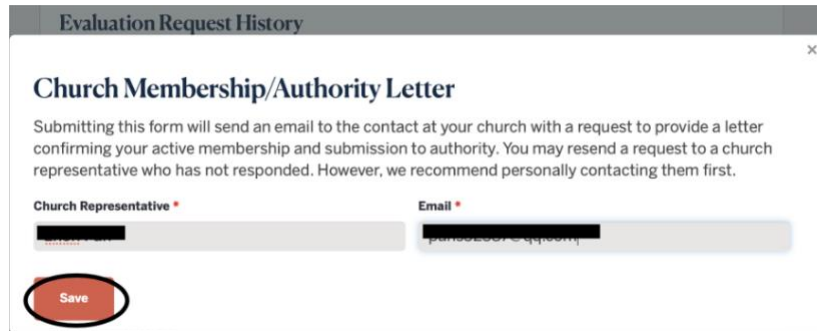
Click below to request your current pastor or elder's evaluation of your spiritual maturity.

Request Evaluation

Evaluation Request History

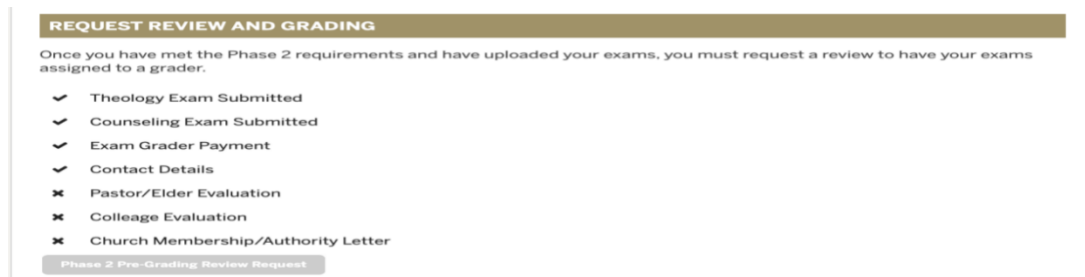
Date Requested	Elder	Email	Status
09/22/2021	Lhon Pan	pans32387@qq.com	Requested

◇ 然后是提交 Church Membership/Authority Letter (见下图):

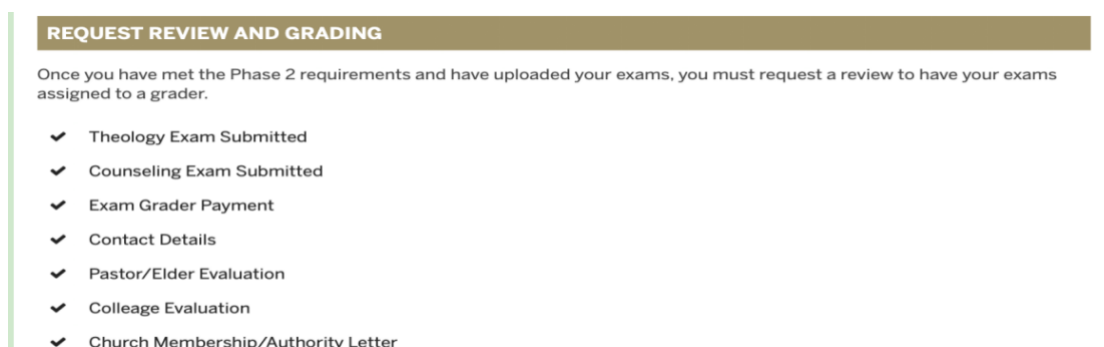


注意事项:

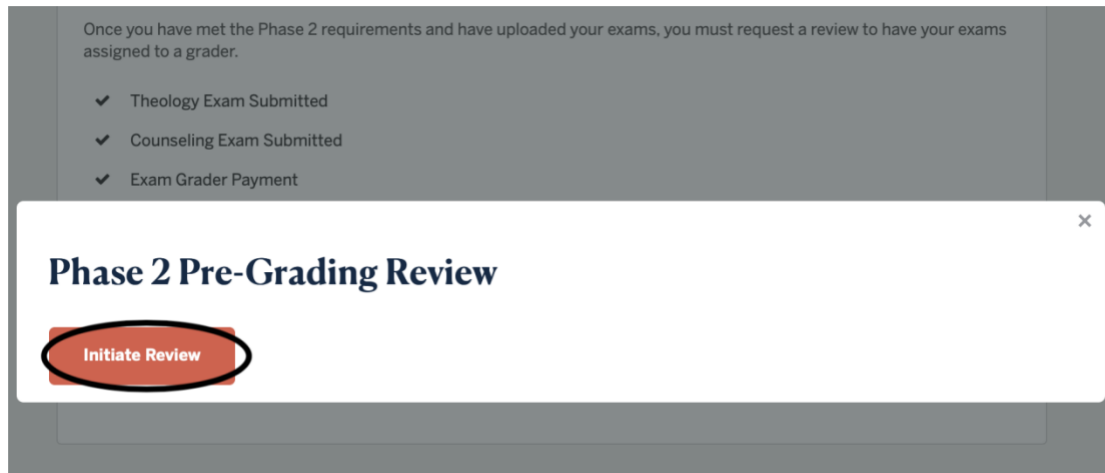
- ✓ Pastor/Elder Evaluation 和 Church Membership/Authority Letter 申请提交对象可以为同一人，比如你所在教会的牧师;
- ✓ 在提交完 Request Evaluation 之后，建议主动联系你的 Colleague 和 Pastor，告知他们帮助完成以上步骤。若有些步骤尚未完成，网站页面列表对应项会显示为 **x**，如下图:



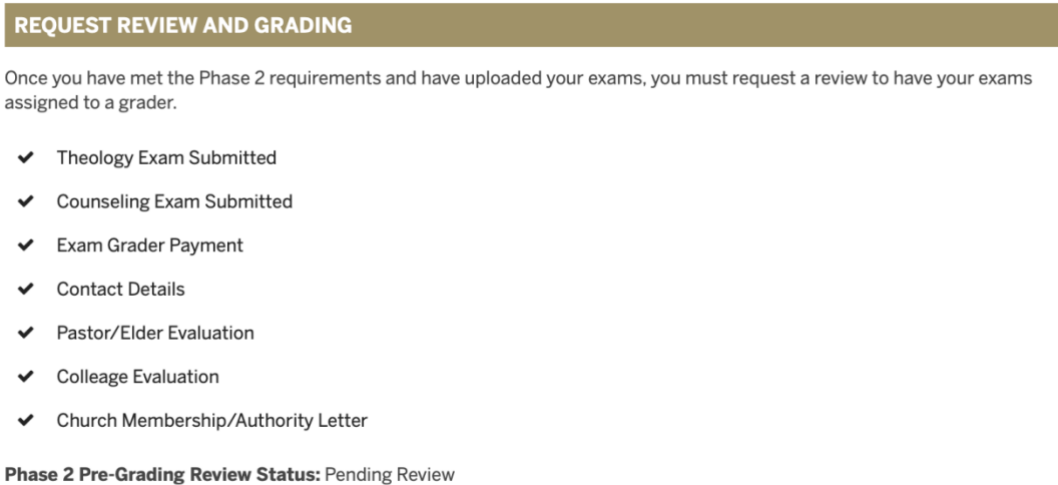
- ✓ 当对应项全部完成后，页面显示为:



并出现 **Initiate Review** 按钮 (如下图), 点击进去:



会出现 **Phase2 Pending Review** 界面 (如下图):



第十二步: 被分配 Grader

当 Review 通过后, ACBC 会发送一封邮件(见下图)通知已为你分配一位 Grader。

Greetings, Mr. Haishan Li!

I just wanted to let you know that your initial Phase 2 review has been completed and your exams and evaluations have been submitted to a grader. You should anticipate hearing back within the next 3-4 weeks regarding your grade and further instructions.

Click [here](#) to return to your certification dashboard.

God bless you!

In Christ,

Emily Stahly
Membership Services Coordinator
Association of Certified Biblical Counselors

5401 North Oak Trafficway | Kansas City, MO 64118
(816) 282-2836 | www.biblicalcounseling.com

Grader 的相关信息会在网站页面 Grader Details 部分 (见下图):

GRADER DETAILS

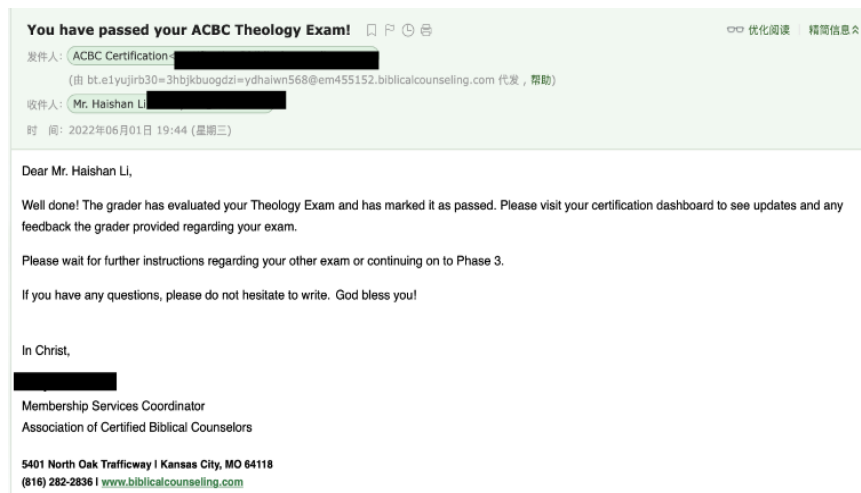
Columbia, Maryland, United States

Email: [redacted]@church.org

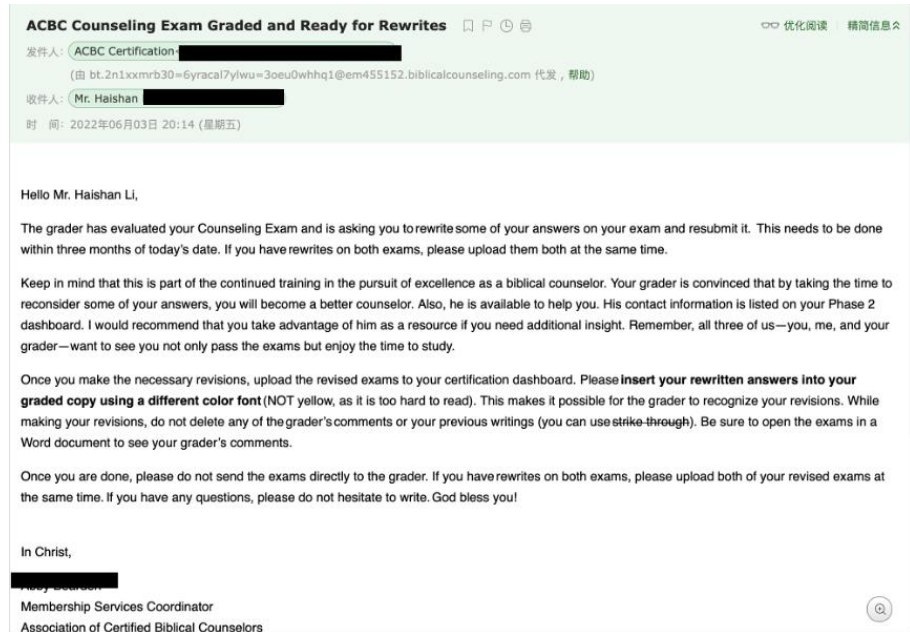
第十三步：收到阅卷结果

当阅卷完成后，你会收到一封邮件反馈，提醒考试是否通过，还是需要修改。

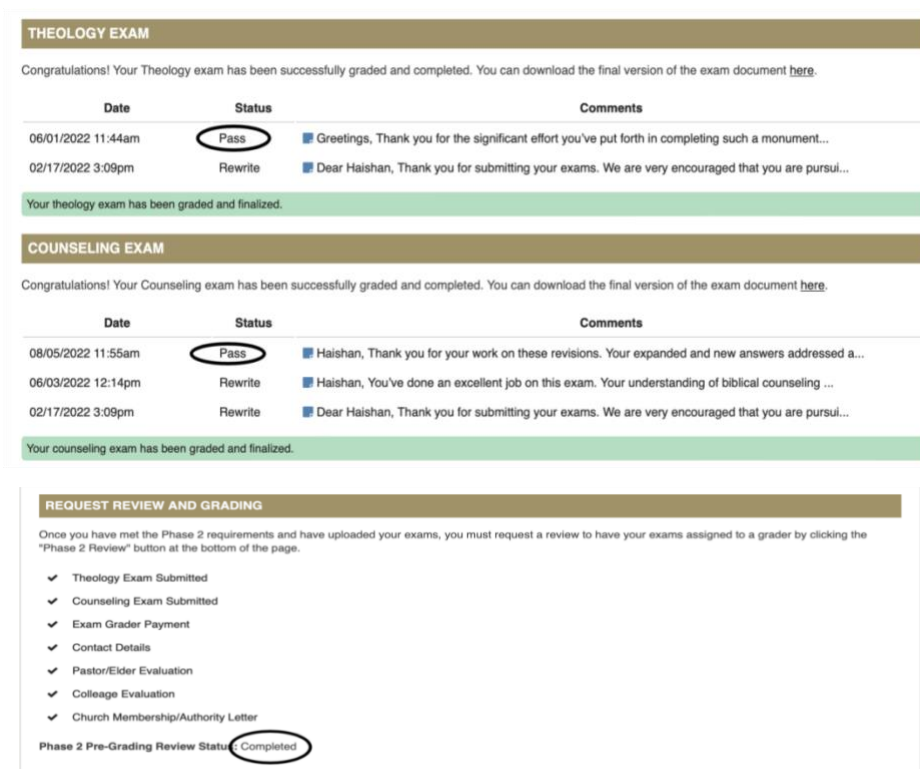
✧ 若通过考试，你会收到类似的邮件 (见下图):



✧ 若需要修改，则会收到邮件如下:

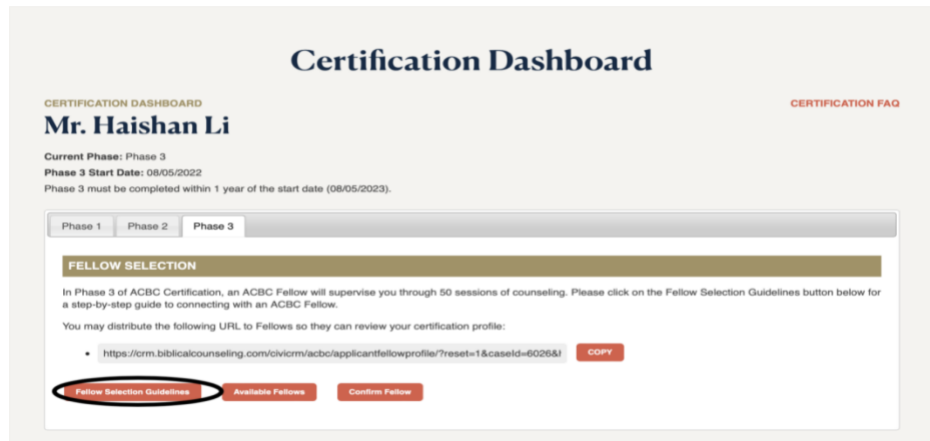


- ✧ 若有需要修改答案, 需在 3 个月内完成修改并重新在网站页面提交。
- 提交后 Grader 会继续阅卷并给出反馈。待考试全部通过后, 系统界面状态会显示 Pass, Phase2 Review 状态会显示 Completed (见下图), 之后进入 Phase3 认证。

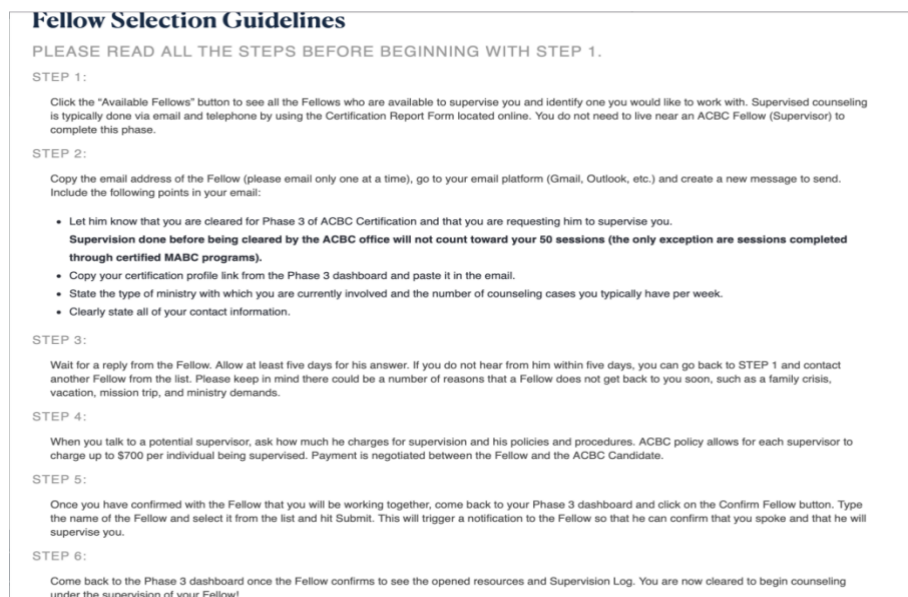


第十四步：选择 Fellow

- 进入 Phase3 界面，点击 **Fellow Selection Guidelines**（见下图），了解 Fellow 选择指引：



指引内容见下图：



- 然后，你需要写一封电子邮件给你选择好的 Fellow，询问对方是否愿意督导你接下来的辅导实践环节。当督导接受了你的邀请，你会收到对方的确认邮件，例如：

Paul Tautges @

Inbox - wgongca@gmail.com October 10, 2021 at 3:23 PM

Re: ACBC certification phase 3 supervision

To: Wei Gong

Hi Wei,

Congratulations on successfully completing the ACBC exams! That is a major accomplishment for which you should have a great sense of satisfaction. I am honored by your request to be your supervisor and happily accept your invitation. Attached are my supervision procedures and arrangements. Please read the document carefully and follow all the links listed and read those materials. Notify me of your questions and/or your agreement with what you have read. I look forward to getting confirmation from you soon.

Paul Tautges
Supervisor


第十五步：进入正式的辅导，并完成辅导

- ✧ 按照 Fellow 信中的指示，在 Phase3 的 Dashboard 上找到三份有用的表格：两份同意书（Consent Forms）和一份案例报告模板（Case Report Template）。
- ✧ Fellow 通常会发送给学员一份文件，指明他想要在学员报告中要看到的内容。然后，Fellow 会与学员安排时间一起讨论辅导个案情况；
- ✧ 在这个阶段学员要完成 50 次辅导，每次 1 小时；
- ✧ 须完成 50 份案例报告。Fellow 会对你的报告和辅导进展进行评估，通常会给出 3 份评估内容，如下图：

Evaluation Details


Evaluation Date	04/06/2022
Evaluation Session	30th
Candidate is teachable.	Excellent
Candidate is faithful to prepare for counseling.	Excellent
Candidate seems fully persuaded of the sufficiency of the Scriptures and is using it with the counselee, and enough in-session.	Excellent
Candidate is using a biblical hermeneutic when using the Scriptures.	Excellent
Candidate is not dispensing Bible verses, but ministering the Word in dialogue.	Strong
Candidate is compassionate and evidencing Christlike love toward the counselee.	Excellent
Candidate is giving adequate hope to the counselee.	Strong
Candidate is able to see key problems and discover biblical answers.	Excellent
Candidate is exhibiting the priority of Christ and the gospel in their counseling.	Excellent
Candidate is understanding the concept of dealing with heart issues.	Strong
Candidate is able to see where repentance and where faith are needed.	Strong
Candidate is teaching and using the put off-be renewed in your mind-put on principle appropriately.	Excellent
Candidate is learning to manage time and guide the counselee in session.	Excellent
Candidate is able to assign specific and appropriate homework.	Strong
Candidate is valuing/utilizing the church as a key element of growth and change.	Excellent
Candidate understands a biblical counseling methodology.	Strong

✧ 同时，你会收到来自 ACBC 的一封邮件，内容如下：

ACBC Certification Inbox - wgongca@gmail.com April 6, 2022 at 11:10 AM 
ACBC | 30th Session Supervision Evaluation Completed for Ms. Wei Gong
To: Wei Gong


Greetings Ms. Wei Gong,
Your ACBC Supervisor has completed the 30th Session Evaluation Form. Please return to your [Certification Dashboard](#) and scroll down to review the evaluation. God bless you!
In Christ,
Emily Stahly
Membership Services Coordinator
Association of Certified Biblical Counselors

✧ 你会收到三次评估结果，分别是在完成 15 次、30 次和 50 次辅导过后。当督导完成 50 次辅导过后的评估之后，你会收到如下邮件：

ACBC Certification Important July 7, 2022 at 1:20 PM 
ACBC | 50th Session Supervision Evaluation Completed for Ms. Wei Gong
To: Wei Gong

Greetings Ms. Wei Gong,
Your ACBC Supervisor has completed the 50th Session Evaluation Form. Congratulations on all your hard work thus far! Please return to your [Certification Dashboard](#) and scroll down to review the evaluation. Then, please make sure to press the Phase 3 Review button at the bottom of the page in order to continue the process. God bless you!
In Christ,
Abby Bearden
Membership Services Coordinator
Association of Certified Biblical Counselors
5401 North Oak Trafficway | Kansas City, MO 64118
(816) 282-2836 | www.biblicalcounseling.com

✧ 在你完成 50 次辅导过后，需要完成如背景调查、Phase3 Dashboard 上要求提交的 Church Authority Evaluation 等。当这些全部完成，你会收到如下电子邮件：

ACBC Certification Inbox - wgongca@gmail.com July 19, 2022 at 7:54 AM 
You're Ready to Pay Your ACBC Membership Dues!
To: Wei Gong

Dear Ms. Wei Gong,
Thank you for completing all of the requirements of the Membership Application. You are now ready to pay your membership dues and officially become an ACBC Certified Counselor! Please return to your [Certification Dashboard](#) to pay your dues.
In Christ,
Abby Bearden
Membership Services Coordinator
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第十六步：缴纳会员费

✧ 完成 Phase3 阶段后，需要支付会员费成为 ACBC 认证辅导员！你可以添加一张个人照片，并相应填写你认为需要在目录中需要展示的

相关信息（如 Email，电话等）。

✧ 这时，你的 Dashboard 就会显示为：



✧ 证书样板如下：

