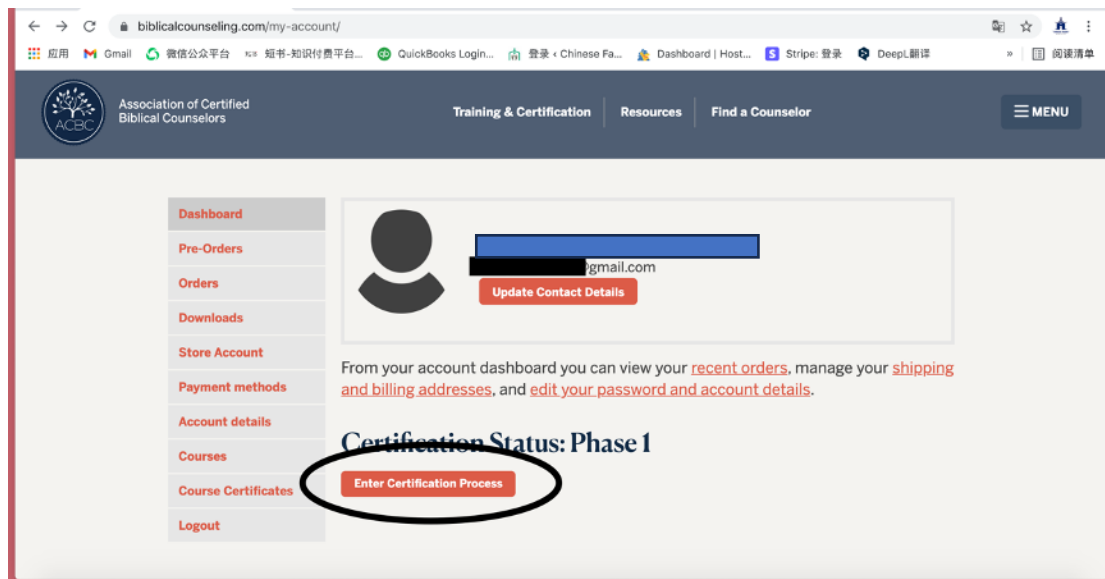


提交 ACBC 认证流程全记录

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。

第四步：填写基础课程受训信息。

请注意：如果您是 2024 年 1 月才开始在 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；
- 根据 ACBC 的官方说法，您需要在学完《圣辅基础课程》4 年内完成 Phases 1 and 2: “After you complete a Fundamentals Training Course, you will have 4 years to complete the rest of Phases 1 and 2. For example, if an individual finishes the Fundamentals Training Course in 2020, they will need to submit their Phase 2 exams and evaluations by December 31, 2024.”
- 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。

点击页面下方的 **Edit Fundamentals Record**



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。

如果你是在 CFM 学习的 Fundamentals Course，请按照这个步骤选择：

In the field asking about the training center, select “ACBC”;

In the field asking about mode of training, select “Online”;

In the field asking about Location, put in “East Asia Training”;

In the field asking about the year Fundamentals were completed, enter the year they completed the videos;

In the field asking about Instructor Names and Courses, simply write in “CFM Videos”。

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 同工（微信号：CFM-study），核实信息后为您制作。收到证明书后请点击“选择文件”上传网站。

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	Mode of Training *	Online
Location *	East Asia Training	Year Fundamentals Completed (YYYY) *	2021
Instructor Names and Courses *	CFM Videos		
Certificate of Completion (PDF/HTML)	选择文件 未选择文件 <small>Existing file: certificate_for_fundamentals_course.pdf</small>		
<input type="button" value="Save"/>			

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	Mode of Training *	Online
Location *	East Asia Training	Year Fundamentals Completed (YYYY) *	2021
Instructor Names and Courses *	CFM Videos		
Certificate of Completion (PDF/HTML)	选择文件 未选择文件 <small>Existing file: certificate_for_fundamentals_course.pdf</small>		
<input type="button" value="Save"/>			

第五步： 签字同意 ACBC 有关教义宣言等

STATEMENTS AND AFFIRMATIONS

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

Standards of Doctrine: Affirmed July 20, 2021

Membership Covenant: Affirmed July 20, 2021

Policies and Procedures: Affirmed July 20, 2021

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

Statement on Female Pastors: Affirmed July 20, 2021

第六步： 点击填写 **RECORD OBSERVATION LOG**

COUNSELING OBSERVATION

Observe 10 sessions which add up to at least 10 hours of counseling with an ACBC Certified Counselor and record the details below.

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	

[Record Observation Log](#)

READING REQUIREMENTS

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**。

READING REQUIREMENTS

Complete 1,000 pages of reading from the [ACBC Approved Reading List](#) and record the details below.

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

[Record Reading Log](#)

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¹，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：

¹ 确认信息通常通过邮件补充教会牧者的信件，比如 ACBC 会写信问道：

Would your church be able to provide a brief explanation on the following doctrinal distinctives:

Holy Spirit and spiritual gifts

Sanctification

Eternal security

View of women in church ministry

It doesn't have to be too long, just a brief explanation on these issues from one of your pastors/elders

would be sufficient, and we would need to review your church doctrine before we can move you forward in the certification process.

Dear Mr. Haishan Li,

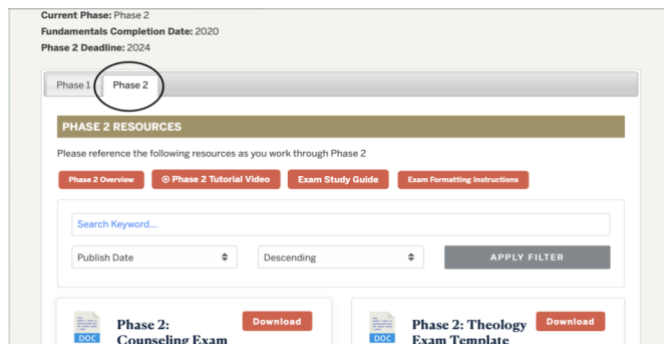
Thank you for all of your work so far in pursuing ACBC certification. Your Phase 1 has been reviewed and approved! Please visit your [certification dashboard](#) for instructions regarding Phase 2. Also, be sure to read the Overview and watch the entire Tutorial video available in Phase 2 to make sure 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.

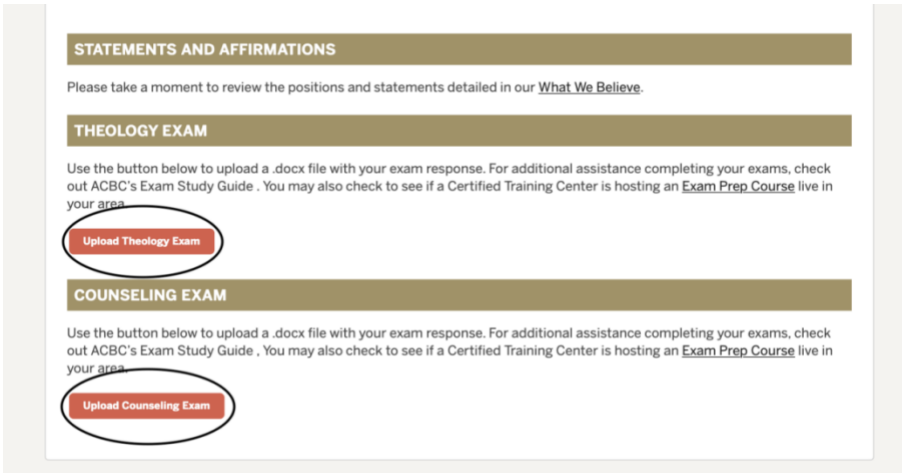
Grading Fee

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：



The screenshot shows a web interface with three main sections: 'STATEMENTS AND AFFIRMATIONS', 'THEOLOGY EXAM', and 'COUNSELING EXAM'. Each section contains a paragraph of text and a red button labeled 'Upload [Exam Type] Exam'. The 'Upload Theology Exam' and 'Upload Counseling Exam' buttons are circled in red in the original image.

建议：在 Upload 你的考试答题之前，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。

Certification Dashboard

CERTIFICATION DASHBOARD CERTIFICATION FAQ

Mr. Haishan Li


Current Phase: Phase 3
Phase 3 Start Date: 08/05/2022
Phase 3 must be completed within 1 year of the start date (08/05/2023).

Phase 1 Phase 2 Phase 3


PHASE 2 RESOURCES

Please reference the following resources as you work through Phase 2. Your exams will be assigned to a grader after you complete all phase 2 requirements and submit your phase 2 for review.

[Phase 2 Overview](#) [Phase 2 Tutorial Video](#) [Exam Study Guide](#) [Exam Formatting Instructions](#)

 **Phase 2: Counseling Exam Template** [Download](#)

47.66 KB

 **Phase 2: Theology Exam Template** [Download](#)

52.99 KB

Exam Prep

In Phase 2, ACBC begins to assess your work to ensure your faithfulness to the Word of God in counseling. 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. The following videos and study guides are designed to provide guidance and resources to consider as you take your exams.

Exam Study Guides

Theology Exam Videos

[Theology 1](#) [Theology 2](#) [Theology 3](#)

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：

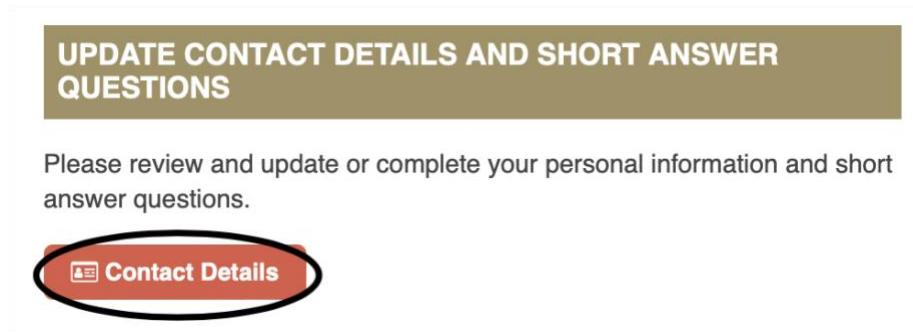
PAY GRADING FEE

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）；



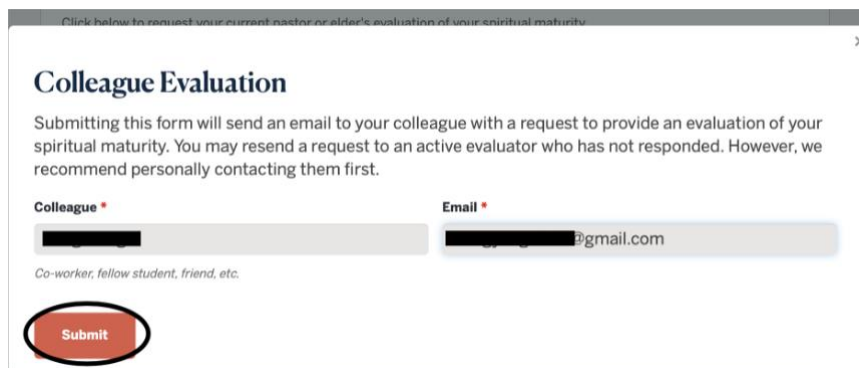
内容可结合自己对圣经辅导的理解简单填写；

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	[REDACTED]	[REDACTED]@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	[REDACTED]	[REDACTED]@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）：

Evaluation Request History

Church Membership/Authority Letter

Submitting this form will send an email to the contact at your church with a request to provide a letter confirming your active membership and submission to authority. You may resend a request to a church representative who has not responded. However, we recommend personally contacting them first.

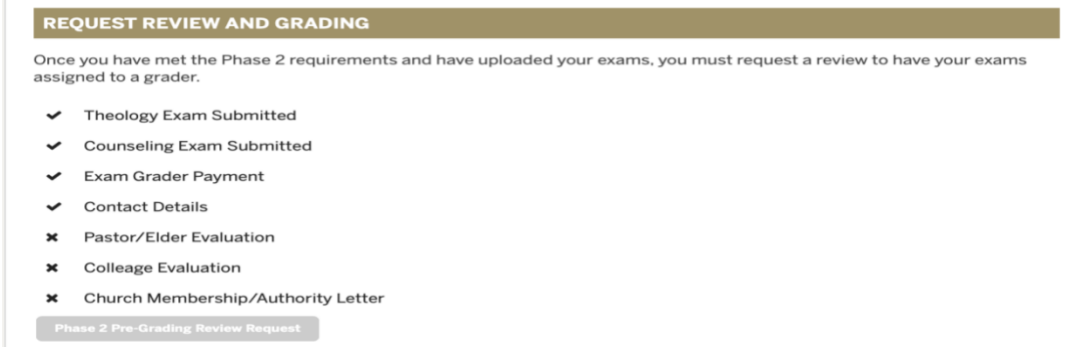
Church Representative *

Email *

[Save](#)

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：



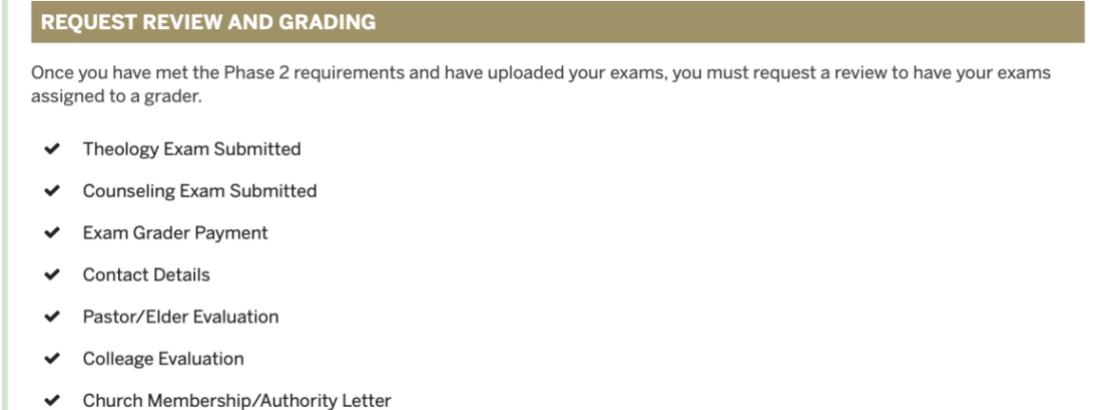
REQUEST REVIEW AND GRADING

Once you have met the Phase 2 requirements and have uploaded your exams, you must request a review to have your exams assigned to a grader.

- ✓ Theology Exam Submitted
- ✓ Counseling Exam Submitted
- ✓ Exam Grader Payment
- ✓ Contact Details
- ✗ Pastor/Elder Evaluation
- ✗ Colleague Evaluation
- ✗ Church Membership/Authority Letter

Phase 2 Pre-Grading Review Request

当对应项全部完成后，页面显示为：

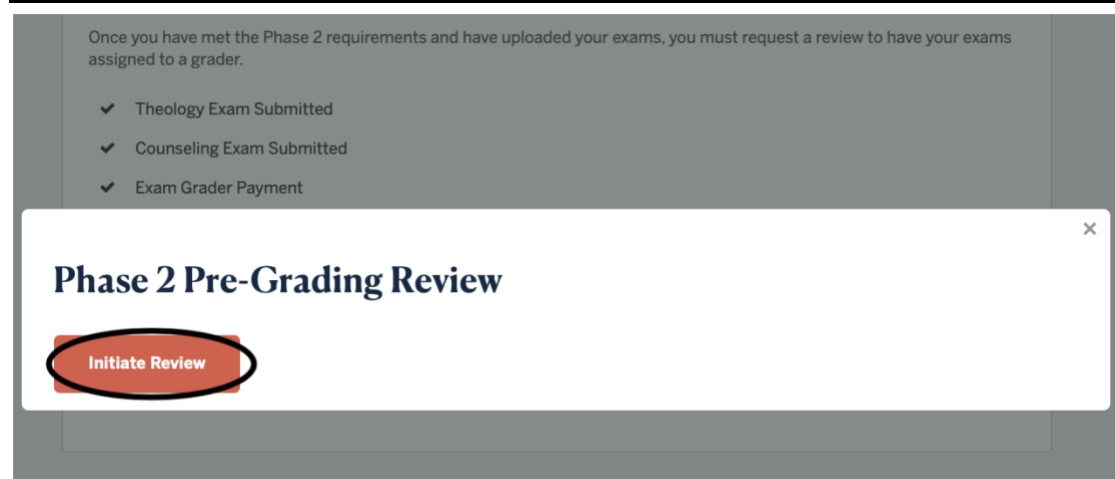


REQUEST REVIEW AND GRADING

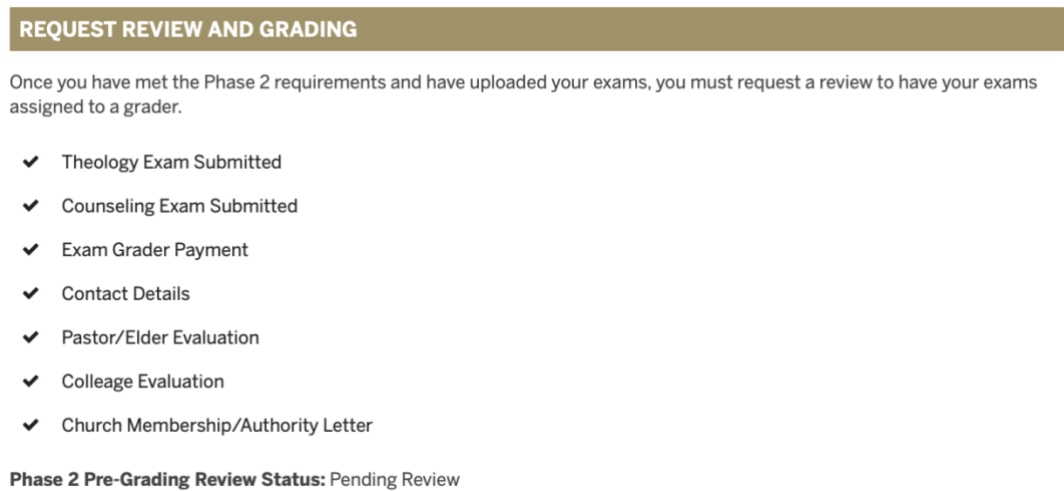
Once you have met the Phase 2 requirements and have uploaded your exams, you must request a review to have your exams assigned to a grader.

- ✓ Theology Exam Submitted
- ✓ Counseling Exam Submitted
- ✓ Exam Grader Payment
- ✓ Contact Details
- ✓ Pastor/Elder Evaluation
- ✓ Colleague Evaluation
- ✓ Church Membership/Authority Letter

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):

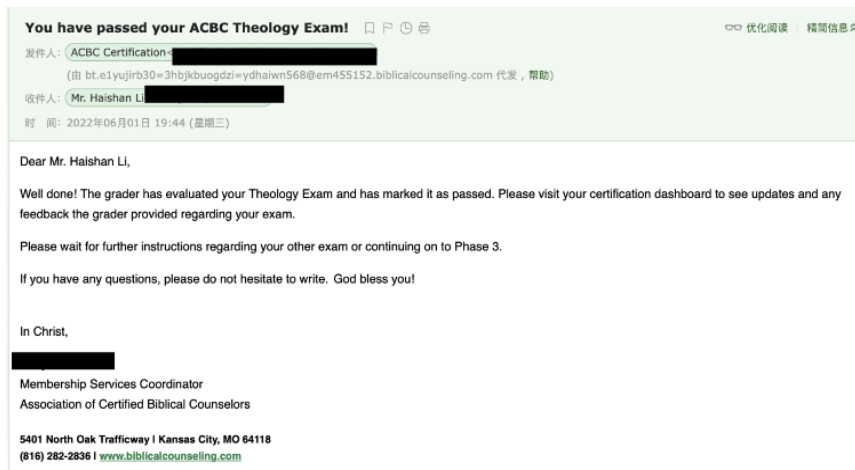
GRADER DETAILS

[REDACTED]
Columbia, Maryland, United States
Email: [REDACTED]hurch.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：

ACBC Counseling Exam Graded and Ready for Rewrites 优化阅读 精简信息

发件人: (ACBC Certification: [redacted])
(由 bt.2n1xxmrb30=6yracal7ylwu=3oeu0whhq1@em455152.biblicalcounseling.com 代发, 帮助)

收件人: (Mr. Haishan [redacted])

时 间: 2022年06月03日 20:14 (星期五)

Hello Mr. Haishan Li,

The grader has evaluated your Counseling Exam and is asking you to rewrite some of your answers on your exam and resubmit it. This needs to be done within three months of today's date. If you have rewrites on both exams, please upload them both at the same time.

Keep in mind that this is part of the continued training in the pursuit of excellence as a biblical counselor. Your grader is convinced that by taking the time to reconsider some of your answers, you will become a better counselor. Also, he is available to help you. His contact information is listed on your Phase 2 dashboard. I would recommend that you take advantage of him as a resource if you need additional insight. Remember, all three of us—you, me, and your grader—want to see you not only pass the exams but enjoy the time to study.

Once you make the necessary revisions, upload the revised exams to your certification dashboard. Please **insert your rewritten answers into your graded copy using a different color font** (NOT yellow, as it is too hard to read). This makes it possible for the grader to recognize your revisions. While making your revisions, do not delete any of the grader's comments or your previous writings (you can use ~~strike-through~~). Be sure to open the exams in a Word document to see your grader's comments.

Once you are done, please do not send the exams directly to the grader. If you have rewrites on both exams, please upload both of your revised exams at the same time. If you have any questions, please do not hesitate to write. God bless you!

In Christ,
[redacted]
Membership Services Coordinator
Association of Certified Biblical Counselors

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。

THEOLOGY EXAM

Congratulations! Your Theology exam has been successfully graded and completed. You can download the final version of the exam document [here](#).

Date	Status	Comments
06/01/2022 11:44am	Pass	Greetings, Thank you for the significant effort you've put forth in completing such a monument...
02/17/2022 3:09pm	Rewrite	Dear Haishan, Thank you for submitting your exams. We are very encouraged that you are pursui...

Your theology exam has been graded and finalized.

COUNSELING EXAM

Congratulations! Your Counseling exam has been successfully graded and completed. You can download the final version of the exam document [here](#).

Date	Status	Comments
08/05/2022 11:55am	Pass	Haishan, Thank you for your work on these revisions. Your expanded and new answers addressed a...
06/03/2022 12:14pm	Rewrite	Haishan, You've done an excellent job on this exam. Your understanding of biblical counseling ...
02/17/2022 3:09pm	Rewrite	Dear Haishan, Thank you for submitting your exams. We are very encouraged that you are pursui...

Your counseling exam has been graded and finalized.

REQUEST REVIEW AND GRADING

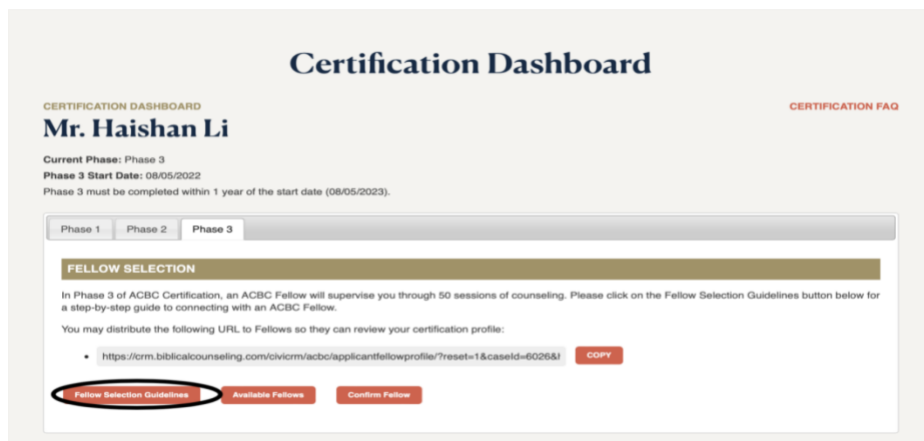
Once you have met the Phase 2 requirements and have uploaded your exams, you must request a review to have your exams assigned to a grader by clicking the "Phase 2 Review" button at the bottom of the page.

- ✓ Theology Exam Submitted
- ✓ Counseling Exam Submitted
- ✓ Exam Grader Payment
- ✓ Contact Details
- ✓ Pastor/Elder Evaluation
- ✓ Colleague Evaluation
- ✓ Church Membership/Authority Letter

Phase 2 Pre-Grading Review Status: **Completed**

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：



The screenshot shows the 'Certification Dashboard' for Mr. Haishan Li. It indicates the current phase is Phase 3, starting on 08/05/2022, and must be completed within 1 year. The 'FELLOW SELECTION' section provides instructions for finding a supervisor and includes a URL to the 'Fellow Selection Guidelines' page, which is highlighted with a red circle. Other buttons for 'Available Fellows' and 'Confirm Fellow' are also visible.

指引内容见下图：

Fellow Selection Guidelines

PLEASE READ ALL THE STEPS BEFORE BEGINNING WITH STEP 1.

STEP 1:

Click the "Available Fellows" button to see all the Fellows who are available to supervise you and identify one you would like to work with. Supervised counseling is typically done via email and telephone by using the Certification Report Form located online. You do not need to live near an ACBC Fellow (Supervisor) to complete this phase.

STEP 2:

Copy the email address of the Fellow (please email only one at a time), go to your email platform (Gmail, Outlook, etc.) and create a new message to send. Include the following points in your email:

- Let him know that you are cleared for Phase 3 of ACBC Certification and that you are requesting him to supervise you.
Supervision done before being cleared by the ACBC office will not count toward your 50 sessions (the only exception are sessions completed through certified MABC programs).
- Copy your certification profile link from the Phase 3 dashboard and paste it in the email.
- State the type of ministry with which you are currently involved and the number of counseling cases you typically have per week.
- Clearly state all of your contact information.

STEP 3:

Wait for a reply from the Fellow. Allow at least five days for his answer. If you do not hear from him within five days, you can go back to STEP 1 and contact another Fellow from the list. Please keep in mind there could be a number of reasons that a Fellow does not get back to you soon, such as a family crisis, vacation, mission trip, and ministry demands.

STEP 4:

When you talk to a potential supervisor, ask how much he charges for supervision and his policies and procedures. ACBC policy allows for each supervisor to charge up to \$700 per individual being supervised. Payment is negotiated between the Fellow and the ACBC Candidate.

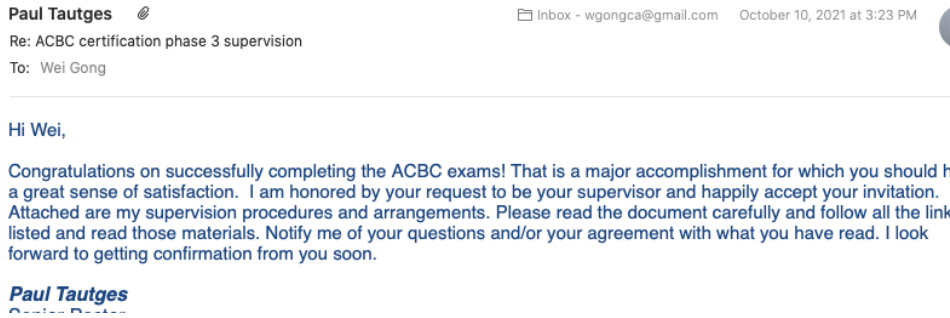
STEP 5:

Once you have confirmed with the Fellow that you will be working together, come back to your Phase 3 dashboard and click on the Confirm Fellow button. Type the name of the Fellow and select it from the list and hit Submit. This will trigger a notification to the Fellow so that he can confirm that you spoke and that he will supervise you.

STEP 6:

Come back to the Phase 3 dashboard once the Fellow confirms to see the opened resources and Supervision Log. You are now cleared to begin counseling under the supervision of your Fellow!

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：



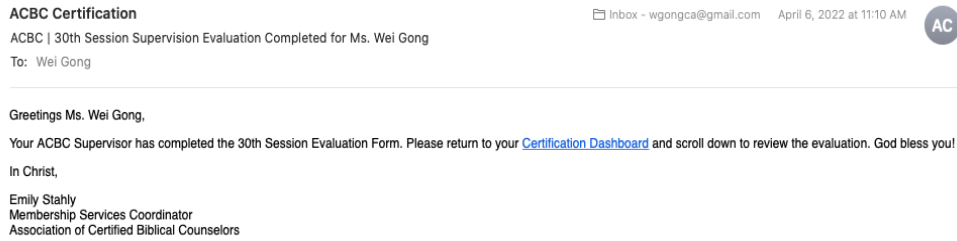
第十五步：进入正式的辅导，并完成辅导

- 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：

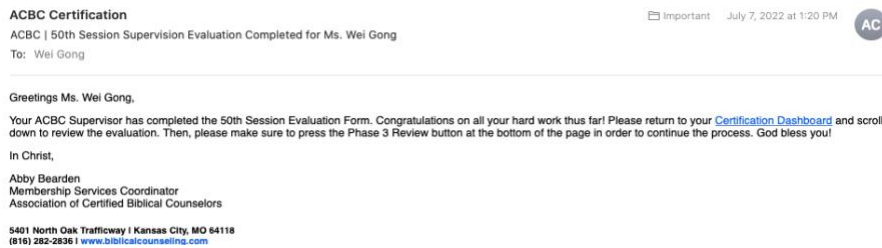
Evaluation Details

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

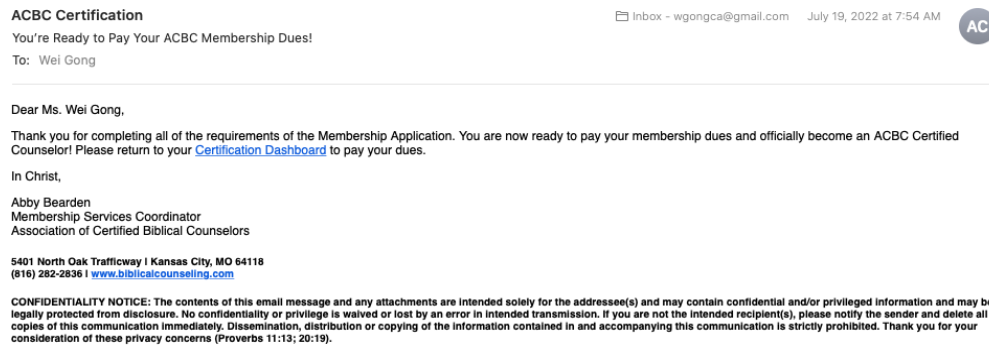
- 同时，你会收到来自 ACBC 的一封邮件，内容如下：



- 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：



- 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：



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：

