



Fellow Manual

For Prospective and Current ACBC Fellows

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Introduction | A Letter from the Director of Membership and Certification

Dear Fellows and Fellow Candidates,

If you are reading this letter, you either are already serving as a Fellow or have decided to begin the journey toward becoming a Fellow. Let me be one of the first to extend my heartfelt gratitude for your current service and your willingness to consider serving in this way. Over the past five years, I have worked closely with many of our Fellows and have come to deeply appreciate all that they do to uphold the theological integrity of ACBC.

As of the writing of this letter, I am stepping into a new season of service as Director of Membership and Certification. I have learned much from Dr. Stuart Scott, as many of you have, and I will continue learning from him as he transitions to serve as the Director of Member Care for ACBC. Regardless of these transitions, our mutual love for ACBC and our admiration for how our Fellows serve as diligent “gatekeepers” of our organization will continue to motivate us in our work.

I intend to build upon Stuart’s work of not only “ensuring an efficient path to the different levels of ACBC membership,” but to find ways to improve the means and methods by which ACBC staff engage with our members, prospective members, and institutional partners alike.

These are exciting days to be part of the ACBC family! As we continue in our rich history and tradition of setting high standards of excellence in biblical counseling training and certification, we are looking toward the future as we embark on several initiatives which will enhance the quality of counselors certified by ACBC while introducing new generations of Christians to biblical counseling.

It is my sincere pleasure to assist you in your continued service as a Fellow or as you navigate the various elements of the Fellow certification process. This manual is designed to be a useful tool in both endeavors. I pray that the content herein will aid you in this important task.

In Christ,



Samuel Stephens

Director of Membership and Certification

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Part One

For the Fellow Candidate

Section 1 | Why ACBC Fellow Certification?

ACBC continues to remain the benchmark for biblical counseling training and certification because of our commitment to communicate and uphold our standards. As the gatekeepers of these standards, Fellows help ensure that ACBC certified counselors are theologically faithful, winsome, and most importantly, biblical. Fellow membership is reserved for ordained men who demonstrate unique ability to counsel, train, and provide leadership in the advancement of biblical counseling.

Becoming or remaining an active Fellow will allow you to:

- Increase your knowledge and skills as an ACBC counselor and trainer to an even greater degree.
- Make a vital contribution to the quality of our biblical counselors and the integrity of ACBC.
- Gain a more strategic voice and ministry within the ACBC organization, as well as the larger biblical counseling community.
- Be of even greater service to God’s people and the effectiveness of the local church for Christ, through preparing counselors.

Expectations of ACBC Fellows include:¹

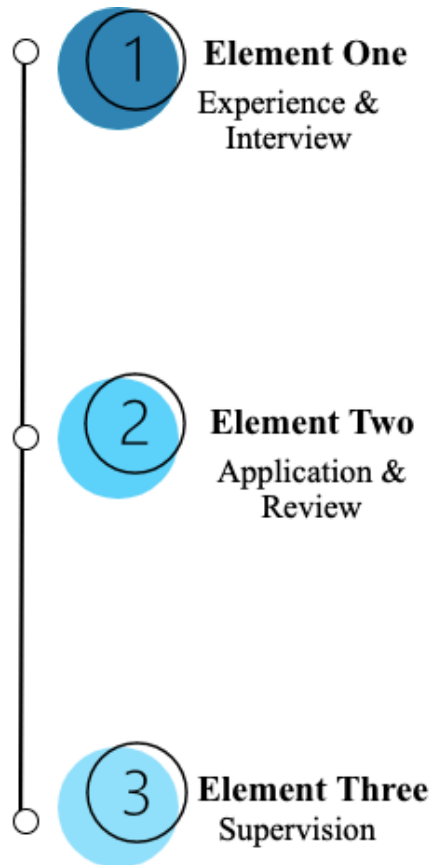
- Supervise at least two Phase 3 Candidates into membership annually.
- Make significant contributions to the biblical counseling movement through writing, teaching, and counseling.
- Assist in providing oversight for Certified Training Centers.
- Oversee new Fellow Candidates.
- Potentially serve on the Board of Trustees.

¹ At the January 2023 meeting of the Board of Trustees, the [Annual ACBC Fellow Commitment](#) document was approved and will be implemented for all Fellows beginning during the 2024 membership renewal season. This document, in its entirety, is in the appendix. This document outlines expectations that Fellows will need to meet annually to maintain their status as Fellows moving beyond 2023.

Section 2 | Fellow Certification Process

Overview of Fellow Certification

Because ACBC operates to train members to *skillfully* speak the truth in love, we need Fellows who lead efficiently, guide and instruct those they supervise patiently, model an effective biblical model of counseling, and most of all, are *highly proficient* in handling the Scriptures. Therefore, the three-element process below has been developed to ensure an excellent Fellow training protocol.



Further explanation of each element of the process is found in the following pages. Each aspiring Fellow Candidate is encouraged to become familiar with the process [here](#).²

² An applicant is considered a “Fellow Candidate” after he has cleared the interview with the Director of Member Care at the end of Element One.

Element One | Experience & Interview

Element One is a pre-application phase in the process that focuses on applicant experience, self-evaluation, and culminates in an interview with the Director of Member Care before being cleared to move forward to the application in Element Two.

1. To be cleared for the interview, applicants must first meet the following requirements:
 - Maintain active ACBC certification for at least (2) years as a Level 2 member.³
 - Complete 500 cumulative hours of counseling as an ACBC certified member.⁴
 - Obtain a post-baccalaureate degree in counseling, Bible, theology, or related field.
 - Have a passion for, and experience in, teaching biblical counseling (specifically as it relates to training consistent with ACBC certification).
2. Once the applicant has assessed that he has met these requirements, he may schedule an interview with the Director of Member Care by contacting the ACBC office at certification@biblicalcounseling.com.
 - The Director of Member Care will clear the member to move onto Element Two by sending a confirmation email stating that the aspiring Fellow Candidate has successfully accomplished his initial interview.

³ Level 2 is achieved by maintaining Level 1 requirements, possessing a post-baccalaureate theological degree, and holding ordination to pastoral office by a Christian church.

⁴ This letter must be on official letterhead and should explain how the hours were met, by including a record of counseling or a statement of the average number of hours a week, and the months of counseling. It is not required to be cleared for the interview but must be attached to the [Fellow Application](#).

Element Two | Application & Review

Once cleared by the Director of Member Care and the ACBC office, the applicant may move forward to Element Two. This phase in the process focuses on the completion of the Fellow Application as well as a thorough review of the applicant's experience, knowledge, theology, practice, and character through the submission of various supplemental documents.

1. The applicant must complete the [Fellow Application](#) in full. This application provides the basis of validating Element One requirements. Within the application, the Fellow Candidate will be required to upload the following supplemental documents:
 - **Copy of Ordination Certificate** – This is only required if ACBC does not already have a copy on file.
 - **Counseling Confirmation Letter** – This is the official letter from a church or ministry that has the authority to confirm the completion of the applicant's 500 hours of counseling.
 - **Unofficial Transcripts** – This is proof of the completion of required theological degrees.
 - **Original Research Paper or Essay** – This is the 6,000-9,000-word original essay or paper that reflects the applicant's theology and practice of biblical counseling and seeks to advance the biblical counseling movement in some way.
 - **Six Samples of Additional Work** – The candidate will upload samples of teaching through articles, books, lectures, seminars, sermons, etc. There must be at least six and content should be related to counseling training.

In addition to these documents, which are to be uploaded within the application, the applicant must ensure that the following external recommendation forms are sent into the ACBC office.

- [Fellow Applicant Letter of Recommendation](#) – Must provide two (2) of these letters to the ACBC office. One from an active ACBC Fellow and one from a member of the ACBC Board of Trustees. Those references completing the forms will send them directly to certification@biblicalcounseling.com.
- [Pastor/Elder Recommendation](#) – Must provide one (1) to the ACBC office. The pastor/elder completing this form will send it directly to certification@biblicalcounseling.com.

2. Once the application and all supplemental documents have been received by the ACBC office, the applicant will pay a \$200.00 non-refundable application fee. Access to payment will be provided by the office once all elements have been collected.
3. Once payment is made, the Fellow Committee of the Board will examine all collected works and will determine if the applicant is to be moved forward to Element 3. Moving forward to the next element will involve an interview with the full Board of Trustees.

Upon completing and submitting the *Fellow Application* and all supplemental documentation, the ACBC office will process the materials and forward them to a committee of the Board for review. Next, the Fellow Candidate will be notified by ACBC whether he has been recommended for an interview with the full ACBC Board of Trustees. The Fellow Candidate shall receive word concerning the Board interview within three (3) to six (6) months of submitting his materials for review.

Element Three | Supervision

Upon successful completion of Element Two, the applicant (now considered a Fellow Candidate) will be cleared to supervise two (2) incoming Phase 3 Candidates into membership with ACBC, under the oversight of an ACBC Overseeing Fellow. At his discretion, an Overseeing Fellow may allow a Fellow Candidate to supervise up to one additional Phase 3 candidate in situations where there is a lack of reasonable progress in his supervision with his other two Phase 3 candidates. Regardless of the addition of a third Phase 3 Candidate, the Fellow Candidate must successfully complete the supervision of two (2) Phase 3 candidates before he is eligible to be considered by the board for the final vote to become a Fellow.

1. The Fellow Candidate will place himself under the mentorship of an Overseeing Fellow for the duration of Element Three.⁵
 - The Fellow Candidate will receive a list of potential Overseeing Fellows from the ACBC office and will contact the potential Fellow to request his oversight.
 - If the Overseeing Fellow agrees, the Fellow Candidate will begin Element Three by acquiring instructions from the Overseeing Fellow.
 - The Fellow Candidate will carry out the responsibilities of his oversight of a Phase 3 Candidates as instructed by his Overseeing Fellow and laid out in this manual under [*Responsibilities of the Fellow Candidate*](#).
2. The Fellow Candidate will supervise two (2) Phase 3 Candidates into membership.⁶
 - The Fellow Candidate will be contacted by two (2) Phase 3 Candidates, requesting that he supervise their 50 hours of required supervision.
 - Agreeing to supervise, the Fellow Candidate will meet weekly or bi-weekly with the Phase 3 Candidates to guide them in counseling according to ACBC [Standards of Doctrine](#) and [Standards of Conduct](#).
 - The Fellow Candidate must follow protocol for beginning and performing supervision, as instructed by his Overseeing Fellow under the headings [Beginning Supervision](#) (page 13) and [Supervising ACBC Candidates](#) (page 18).

⁵ An Overseeing Fellow provides supervision to the Fellow Candidate.

⁶ A Phase 3 Candidate is an individual going through ACBC certification, currently in the supervision phase. One of the greatest responsibilities of the Fellow is to carefully assess whether a Phase 3 Candidate is understanding and learning to apply the key elements of biblical counseling. No unqualified or unsuitable Phase 3 Candidate should be passed on for certification, nor should supervision meeting times or other feedback be cut short, hindering the counselee's learning. For supervision, the ACBC Board has determined a reasonable fee which will be assessed on an annual basis. The Fellow Candidate will share this fee with his Overseeing Fellow while in training.

- Once the Fellow Candidate has completed the supervision of the two (2) Phase 3 Candidates into membership, he should notify the ACBC office. The Overseeing Fellow will notify the Director of Membership and Certification concerning the Fellow Candidate's supervision abilities by submitting the [Fellow Candidate Evaluation Form](#) to the ACBC office.

Promotion to official status of Fellow requires a two-thirds (2/3) vote of the Board of Trustees. The confirmed Fellow will receive corporate recognition and his Fellow Certificate at the next ACBC Annual Conference.

Fellow status is not merely an accomplishment of higher level ACBC membership. Every Fellow is expected to contribute to ACBC's continuing pursuit of excellence in biblical counseling. Ongoing participation in the training, grading, and/or supervision of Phase 3 Candidates, as well as periodically providing a podcast, essay, or study for ACBC members, is not optional but expected to maintain Fellow status. Exceptions may be granted for health reasons or for any other reason the Board deems reasonable.

Annual ACBC Fellow Commitment

Beginning in 2024, all Fellows will be required to affirm the *Annual ACBC Fellow Commitment* as part of the membership renewal process. The commitment is as follows:

ACBC Fellows are the backbone of our organization. "Fellow" is not merely a title to put on one's C.V. ACBC Fellows are leaders who are expected to make a significant contribution to the biblical counseling movement and to offer significant service to ACBC. The most important component of this contribution is supervising candidates for ACBC certification. Ordinarily we expect Fellows to supervise at least two candidates per year. Other contributions Fellows make may include writing (including blogs, essays, and booklets for ACBC), teaching (including offering instruction at ACBC events and at ACBC training centers), and counseling.

I certify that I have met the expectations of being an ACBC Fellow and reaffirm my commitment to serve as an ACBC Fellow in the coming year.

Or because of extenuating circumstances (explain below) I was unable to fulfill the expectations in the past year but wish to serve as an ACBC Fellow in the coming year.

Or because I am no longer able to fulfill the expectations of a Fellow, I ask that I be removed from the list of active ACBC Fellows. I realize that in the future I may apply to the board for reinstatement as an active Fellow.

Section 3 | Receiving Fellow Supervision & Oversight

Congratulations are in order for any Fellow Candidate who has been approved to enter the Element Three on his path to becoming a Fellow! At this point, your exceptional qualifications have been recognized by the ACBC Board and make you eligible to move forward to the supervision elements in the Fellow Certification process.

Fellow Candidates will supervise two (2) Phase 3 Candidates under the oversight of a current Fellow.⁷ This section speaks to what is required of you to set up and carry out your supervision.

Responsibilities of the Fellow Candidate

The Fellow Candidate is responsible for setting up supervision oversight meetings with the Overseeing Fellow. You are ready to do this once:

- You have received, from the ACBC office, the name and contact of an Overseeing Fellow.
- You have introduced yourself to the Overseeing Fellow via email and have sent him (1) your email of clearance to begin Element Three of candidacy from the Board of Trustees, and (2) your *Application Packet*. These documents will have helpful information for consideration.
- You have spoken with the proposed Overseeing Fellow, and he has confirmed that he will oversee your supervision in Element Three.
- You have asked your Overseeing Fellow for details regarding his availability, when to start observing his supervision, and how often the two of you will meet. Ask also for any additional instructions or forms he will require during your supervision in Element Three (beyond or revised from what is in this manual).
- You have observed (or listened to) your Overseeing Fellow supervising his own Phase 3 Candidates (the observation may be by phone or recorded). Observe for as long as your Overseeing Fellow deems best. He will schedule times of discussion about the observations, for your benefit.
- You have established with your Overseeing Fellow the required number of supervision conversations that must take place before each oversight meeting.

⁷ At his discretion, an Overseeing Fellow may allow a Fellow candidate to supervise up to one additional Phase 3 candidate in situations where there is a lack of reasonable progress in his supervision with his other two Phase 3 candidates. Regardless of the addition of a third Phase 3 candidate, the Fellow candidate must successfully complete the supervision of two Phase 3 candidates before he is eligible to be considered by the board for the final vote to become a Fellow.

- You have been contacted by two incoming Phase 3 Candidates who wish to be supervised.
- The Fellow Candidate is responsible for arranging each of the 30 to 60-minute oversight meetings. In these meetings you will discuss the Phase 3 Candidates you are supervising, their [Case Reports](#), and your supervision. Your meetings can be carried out in person, by phone, or by video conference, as often and for as many times as your Overseeing Fellow deems advantageous.
- Oversight meetings should be arranged as soon as possible, following the required number of supervision conversations with your Phase 3 Candidate. When you can estimate that date, arrange a meeting with your Overseeing Fellow. If there is an unexpected, extenuating circumstance that prevents the required number of supervision meetings from taking place, do everything possible to contact your Overseeing Fellow at least 24 hours prior to canceling.
- The Fellow Candidate is responsible for ensuring that chosen modes of communication with the Overseeing Fellow function satisfactorily.

The General Requirements of Oversight

- Once supervision commences, the Fellow Candidate must fill out a [Supervision Report](#) following each supervision meeting with a Phase 3 Candidate. So, for each Phase 3 Candidate, you must keep and turn in a separate running document of these reports (old one's in **black** font and newer ones in **red**). These must be submitted to your Overseeing Fellow for as long as your Overseeing Fellow requires them. Reading over the form questions and answers prior to supervision will help guide your preparations and time with the Phase 3 Candidate.
- The Fellow Candidate must audio record, *at the very least*, three of his supervision meetings with each Phase 3 Candidate supervised, for a minimum of six recordings. One recording should be done early in your supervision experience, another will most likely be required at the half-way mark, and the final near the end of your supervision of the Phase 3 Candidate. The precise timing and number of recordings beyond the minimum of six recordings is ultimately at the Overseeing Fellow's discretion.
- The Fellow Candidate is advised to begin with a lighter load of supervision while he becomes familiar with supervision expectations. So, it may be helpful for you to only supervise one or two counseling sessions before an oversight meeting initially, and to delay the second Phase 3 Candidate's supervision until you are well into the first. Typically, the longer you supervise, the more sessions you will cover in your oversight meetings, but your Overseeing Fellow will ultimately set the pace.

- When you are ready to meet with your Overseeing Fellow, you must send him the proper documentation 24 to 48 hours prior to the oversight meeting (the exact timing is at the Overseeing Fellow's discretion). You will need to provide the documentation in the proper file format found in the [Fellow Candidate File Guidelines](#) (page 36).
- The PDI and consent form from any Phase 3 Candidate's new cases you will discuss. These forms can be found in the appendices portion of this manual.
- The Phase 3 Candidate's running document of [Case Reports](#), with your comments on them, for any case/Candidate you will discuss.
- Your own running document of [Supervision Reports](#) for each supervision that will be discussed.
- Any supervision audio recordings that are due.
- Any other documentation your Overseeing Fellow asks for (i.e., forms, worksheets, or summaries for counseling interpretation, setting a counseling agenda, or homework design).
- Once you have met your required number of supervision conversations, keep your oversight meetings with your Overseeing Fellow, barring an emergency. A Fellow's time is extremely valuable.

Making the Most of Supervision Oversight

- Thoughtfully complete your [Supervision Report](#), as well as any other assignments your Overseeing Fellow gives you.
- Be prepared to make the most of the time. Reviewing [Case Reports](#), your own comments regarding them, and any feedback already received from your Overseeing Fellow, will be good preparation for your discussions. Outlining questions ahead of time will also be very important.
- As a Fellow Candidate, be a humble learner. While you may have valued degrees, training, and expertise, and the Overseeing Fellow may be a peer on many levels, as a Fellow Candidate, you are still a student. Seek to learn all you can from the wisdom, instruction and experience the Overseeing Fellow has to offer. Carefully review all his feedback. Contemplate how and when to specifically implement your Overseeing Fellow's guidance. If it is unclear to you how to do this, ask.
- Consider maintaining a list of lessons learned in supervised counseling, adding to it as you progress through receiving oversight. Recording key comments received on returned documents, as well as the verbal guidance given during your meetings

with your Overseeing Fellow, will make the insights more useful in future supervision.

Beginning Supervision as a Fellow Candidate

Once a Fellow Candidate has connected with an Overseeing Fellow, received instructions, and familiarized himself with his responsibilities, necessary forms, and filename guidelines, he can then turn his attention to initiating supervision. If *you* have done the things, you are ready to begin Element Three.

(1) What the Phase 3 Candidate Must Do

- It will be the responsibility of the Phase 3 Candidate to request for you to supervise them.⁸
- Each Phase 3 Candidate must set up a preliminary conversation with you. This will be a time for introductions, for you to ask questions, and for them to ask any questions they may have about your supervision or the materials you have sent them about supervision. Normally, as a Fellow, you would have the option to determine whether you are a good fit for the Phase 3 Candidate's supervision after you have reviewed all their information and/or had an interview with them.
- Once you have agreed to supervise the Phase 3 Candidate, it is their responsibility to log into their certification dashboard and confirm you as their supervisor. You, as the Fellow Candidate, will then be notified via email and will need to confirm the supervision request. ***Note: Without this important step, his or her supervision hours will not count towards certification.***
- The ACBC Board of Trustees has determined a reasonable supervision fee that will be evaluated on an annual basis. This fee reflects compensation for the number of hours a Fellow spends reading, marking reports, dialoguing with the Phase 3 Candidate, listening to audio recordings, and guiding counseling. You will share this fee with your Overseeing Fellow while you are in training.⁹

(2) What the Fellow Candidate Must Do

- Prior to the preliminary conversation with each Phase 3 Candidate, you must send him or her *The Responsibilities of the ACBC Candidate* (page 25), and any other forms and protocol you and/or your Overseeing Fellow will require.
- In your preliminary conversation with each selected Phase 3 Candidate, try to get a feel for who they are and answer any questions they may have about supervision

⁸ This should include their Phase 3 Candidate profile link which will grant you access to their certification information and exams via the appropriate ACBC website dashboards.

⁹ As of January 1, 2023, the cap for supervision fees is set at \$800.00.

and/or the forms and protocol. Take this opportunity to encourage and set at ease the mind of the Phase 3 Candidate regarding what he or she is about to embark upon.

- Instruct the Phase 3 Candidates on how to make payment to you.
- You will meet for supervision with each Phase 3 Candidate in person, by phone, or by video conference, for *at least*, 30-60 minutes per supervision meeting.
- You will share the supervision fee paid by your Phase 3 Candidates, with your Overseeing Fellow.

(3) Forms and Documents to Begin Supervision

- [*The Supervision Meeting Prep Form*](#)
 - This can be used to prepare for and take notes during the supervision meeting itself. Expand the fields as needed. Also, this record can assist you in filling out the [*Supervision Report*](#), after the supervision meeting. Using it to complete the *Supervision Report* as soon as possible after a supervision meeting will help you to remember and include important details.
- [*The Supervision Log-Fellow Candidate*](#)
 - This *optional* resource can be used by you to track your Phase 3 Candidate's supervised sessions, his or her evaluations, and his or her required submissions. However, the progress of each Phase 3 Candidate is now recorded through their supervision log within the certification dashboard via the ACBC website. Once a Fellow Candidate or Fellow is assigned to a Phase 3 Candidate, the ACBC office will provide administrative access to the digital supervision log. From there, the Phase 3 Candidate can record sessions, indicate which session are recorded, and receive evaluations and session approval from Fellows, Assistant Supervisors, or Fellow Candidates.

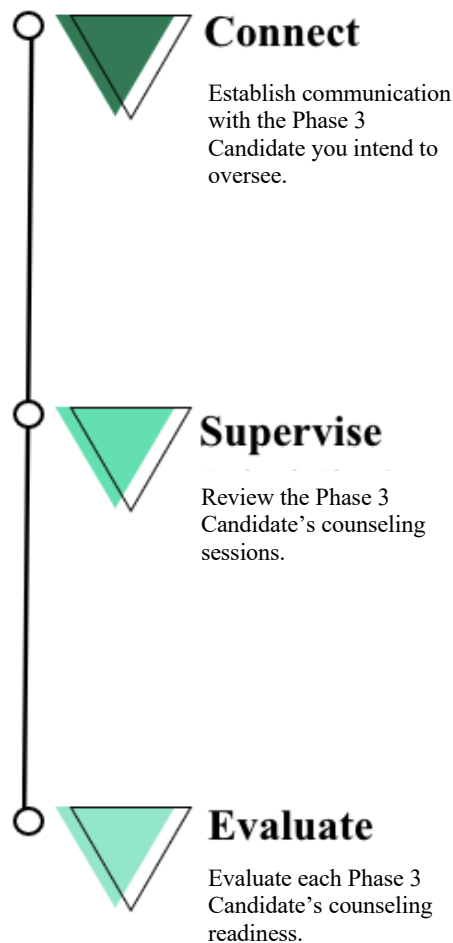
Part Two

For the Current Fellow

Section 4 | Supervising Phase 3 Candidates

Overview of the Phase 3 Supervision Process

Your role in supervising Phase 3 Candidates is an indispensable portion of their training. This is where rubber meets the road, and the Phase 3 Candidate begins to put into practice what they have been studying. The time and energy you put into supervising can greatly impact a candidate's counseling skill and the care their counselees receive. When a Phase 3 Candidate asks you to supervise them, follow the process outlined below.



As an experienced counselor, trainer, and Fellow with ACBC, you will oversee and guide Phase 3 Candidates through the hands-on counseling phase of their certification. The Fellow must determine the ability of the Phase 3 Candidate to put into practice what he or she has learned through classes, reading, and exams. In this way, Fellows are the gatekeepers for quality counseling.

And so, each supervision opportunity is a privilege, but also a weighty responsibility that should be performed with great care. ACBC has seen in you the qualifications and experience needed to take on this responsibility of bringing Phase 3 Candidates to the finish line of certification. This section of the manual provides a clear explanation of all it means to be a Supervisor, the forms you will need, and important information and resources for the Phase 3 Candidate. Please read this entire section before beginning supervision.

Responsibilities of the Supervisor

Every Fellow is expected to review the responsibilities found here, as well as these documents mentioned in the [Responsibilities of the Phase 3 Candidate](#) (page 25) and [Resources for the Phase 3 Candidate](#) (page 42). All the supervision information in this section is important for you to know. It will equip you in a practical way to perform your basic duties and promote excellence in biblical counseling.

Connecting with the Phase 3 Candidate

- Responding to requests for supervision. You are *not* required to accept every Phase 3 Candidate's request for supervision. But you should always respond and notify the ACBC office if you are temporarily unable to take on anyone else. If you can supervise a Phase 3 Candidate, carefully review his or her profile information, ensure that the Phase 3 Candidate receives required forms and documents, and connect with the candidate to answer initial questions. All this information will be provided to you by the ACBC office via the Phase 3 Candidate's certification dashboard within their website account.
- Confirming supervision of a Phase 3 Candidate. Once you have agreed to supervise the Phase 3 Candidate, it is their responsibility to log into their certification dashboard and confirm you as their supervisor. You will then be notified via email and will need to confirm the supervision request. Refer to, [Responsibilities of the Phase 3 Candidate](#) on page 25 for the requirements the Phase 3 Candidate must initially complete.
- Supplying the Phase 3 Candidate with any needed instructions and forms for your supervision process. The basic information the Phase 3 Candidate needs is found under the [Responsibilities of the Phase 3 Candidate](#) (page 25). You will need to review this material, and if needed, add to or tailor it to meet your specifications, before giving them to the Phase 3 Candidate. Materials can be given either individually as needed throughout the process, or all at one time at the onset of supervision, referencing them when needed.

Supervising the Phase 3 Candidate

- Assisting the Phase 3 Candidate in selecting appropriate counselees. The Phase 3 Candidate must *formally* counsel *specific* counseling issues. A general mentoring or discipleship relationship is *not* acceptable for Phase 3 Supervision. Counselees must be of the same gender as the Phase 3 Candidate.
- Meeting in person, by phone, or by video conference with the Phase 3 Candidate. Initially, strive to meet either weekly or every other week for 30-60 minutes to oversee and assist the Phase 3 Candidate in his or her counseling. The amount of time spent supervising depends on the number of cases reviewed. When you meet, you will discuss [Case Reports](#), the Candidate's questions, and any other submissions that you have requested. The ACBC Board has clarified that the Fellow must *supervise* 50 sessions (not hours) of counseling and must meet *no less than* 10 times throughout the Candidate's supervision period. This minimum requirement is only possible if there are less conversations later in the supervision process. You can require, review, and give feedback on [Case Reports](#) in between meetings.
- Reviewing PDIs and *Case Report(s)* for each of the Candidate's cases. You must require a PDI for every counseling case and a case report for every session. You should review these and any other submission you require prior to any supervision meeting with the Phase 3 Candidate, to have sufficient time to send comments back and/or prepare in person feedback. Sending your feedback to the Phase 3 Candidate before you meet can make your discussion time more efficient and profitable. For the counselors very first three sessions ever, the [Case Report](#) should be required and reviewed as soon as possible; if you choose not to meet following each of those meetings. All documents should be sent to you using the [File Guidelines for the Phase 3 Candidate](#). Provide this document for your Candidates.
- Strive to know the Phase 3 Candidate and each counselee as well as possible. Encourage and model relevant, specific, and revealing follow-up questions. You must assist the Candidate in carefully considering the PDI information, what happens in the counseling room, and your feedback. Imparting your wealth of experience concerning these three areas should equip the Candidate to ask the right questions, gain a biblical picture of the information, and address issues biblically and effectively.
- Reviewing *no more than five sessions* at a time with your Phase 3 Candidate. Although reviewing five sessions is acceptable, new counselors seem to do best reviewing only two to three sessions. Sometimes, a more experienced Phase 3 Candidate and the Supervisor can handle discussing five sessions in one meeting. Precisely how many are reviewed depends on the skill and understanding of the Phase 3 Candidate, your preference, and the difficulty of the cases. Though the

number of cases discussed, and time spent with Phase 3 Candidates can vary from time to time, consistency is usually beneficial, whenever possible.

- Listening to and evaluating at least five audio recordings of the Candidate during his/her counseling sessions. ACBC's [Policies and Procedures](#) require the Phase 3 Candidate to record at least five counseling sessions, for you to listen to. If you only require five audios, there is value in listening to a first and second session in the beginning of the Candidate's counseling experience: sessions one and two of a later case, with the final being a recording of a later session in a case near the finish line. Some Fellows prefer to listen to five (5) audios from one case and a 6th of another case. This makes it easy to see the counseling progress in one case. You may require more than five audio recordings, if you deem it necessary, and decide how the recordings are to be distributed throughout the 50 sessions. Phase 3 Candidates will update their supervision log through their dashboard and indicate which of those sessions was recorded. It will be the responsibility of the Phase 3 Candidate to send you all session recordings for review. Once you have reviewed those sessions, you may sign off on that session. Remind the Candidate to gain the counselee's permission to record, using [The Consent to Record Form](#) provided. Discuss your feedback with the Phase 3 Candidate (provide also to the Phase 3 Candidate, the [Specific Audio Recording Procedures](#)).
- Identifying or providing helpful materials for the Candidate's counseling. A number of excellent resources are provided under [Documents for the Phase 3 Candidate](#). You can also draw from your own favorite resources that are consistent with ACBC's doctrinal standards and the [Critical Characteristics of Biblical Counseling](#) statement below. Referring the Phase 3 Candidate to other biblical counseling websites with quality resources can be helpful to provide additional diagrams and homework ideas.

Evaluating the Phase 3 Candidate

- Evaluating the Candidate's faithfulness and ability to counsel. After the 15th and 30th session, you must provide the Candidate with an evaluation of his or her counseling progress and proficiency. At those specified times, you must determine whether the Phase 3 Candidate should proceed with supervision or re-enter Phase 2. When a Phase 3 Candidate is *not* ready to move forward, consult with Director of Membership and Certification to determine what additional training or study might equip the candidate to move forward. To evaluate, you will log in to the Fellow Dashboard on the ACBC website and select "evaluation details" to submit your evaluation. You may refer to the [Supervision Evaluation](#) as a reference, but this form is not required.

Responsibilities Related to the Critical Characteristics of Biblical Counseling¹⁰

- Inspiring an operating dependency and trust (Phil. 2:12-13; Col. 1: 28-29; Is. 41:10, 13; Eph. 1:17-22). You will have many opportunities to encourage the counselee's dependence on God and His work. Modeling prayer in your meetings and inspiring it in and out of the counseling room is of the utmost importance. Candidates should be reminded to renew their mind with God's promises concerning His Word and His help, to replace worry and nervousness about counseling with more trust and peace. They can be reassured by the fact that *no* ACBC counselor should see themselves as fully adequate for the task, since the work of God is needed in both counselor and counselee. In contrast, dependence on God does not mean a lack of conscientious preparation on the part of the Candidate. Additionally, a supervisor must caution the *self*-reliant Candidate, who lacks a holy dependence and the humility needed for learning. As a Candidate chooses to call on God for the help needed and for His work, the supervision experience will prove to be a lesson in dependence and trust that will translate well into what many counsees need.

With the Candidate's own trust intact, he or she is in a much better place to inspire the same in the counselee and offer a liberal amount of relative hope in every session. Remind the Candidate not to leave off this very important counseling session element derived from the character and promises of God in Scripture.

- Mandating an all-encompassing focus and dependency on the sufficiency of the Scriptures (1 Peter 1:3-4; 2 Tim. 3:15-17). A Phase 3 Candidate must be fully persuaded of the sufficiency of the Scriptures for counseling, and of the work of the Holy Spirit through them. It is important that he or she clearly demonstrates a dependency on God and His Word in preparations and in the counseling room. Teach the Candidate not only to listen well, but also to direct the conversation in a way that maintains the centrality of the Scriptures in addressing the counselee's problem(s). To this end, be especially attentive to whether the Candidate can manage the overall direction of the counseling session and guard against the counselee driving or dominating it. The Candidate should open the Scriptures with the counselee and dialogue through one or two planned passage(s) concerning that day's agenda (or a modified one in the case of new, critical information). Also, address any hint of integrating unbiblical, psychological concepts on the part of the Candidate.
- Emphasizing and requiring a biblical hermeneutic and the proper use of the Scriptures (2 Tim. 2:15). You have the responsibility and opportunity to help the future counselor refrain from proof-texting, and to use the best-suited Scriptures

¹⁰ ACBC is a complementarian organization which affirms that only men may hold the office of pastor/elder and that only men should preach in the church. While we believe that men should be the primary teachers in formal counseling training, there are allowable differences among our training centers and their ecclesiastical authorities regarding women giving testimonies and teaching during fundamentals training.

in context. God's Word, as it was intended, is what the Holy Spirit supernaturally uses in the heart and life of the counselee. When needed, provide materials on the proper handling and usage of the Scriptures.

- Facilitating a biblical methodology that includes (1 Cor. 3:10-15): (1) understanding the basic phases of the biblical counseling process, (2) following a biblical progression of sessions, and (3) carrying out *all* the key elements of the biblical counseling session. In other words, hold the counselor accountable to implement the distinctive methodological components that define biblical counseling. The provided [*Typical Biblical Counseling Progressions*](#), [*The Big Picture*](#) worksheet and other counseling process forms can be found in Appendix 2. These can help facilitate these basic methodologies.
- Reinforcing the goal of Biblical Counseling. Living for the glory of an all-deserving, all-sufficient God, through Christ and His likeness. The counselor must know how to graciously move the counselee (often in response to life) *from* any unbiblical (and, therefore, hindering) theology, perspective, worship, thoughts, and/or fruit, *to* actively embracing and applying biblical and gospel Truth, *through* the work of the Spirit and dependent effort, *towards* clarity, hope, strength, joy, and change into Christlikeness—*all for* the glory and pleasure of a good God. [*The Big Picture*](#) and [*Future Counseling Agenda*](#) worksheets can help the counselor to easily evaluate and accomplish the above, toward this ultimate goal of counseling.
- Pushing the Counselor to gain enough information about the person and the problems (Prov. 18:13, 15, 17; 25:11). Instill the fear of foolishly answering a matter without enough information. Intensive and specific enough questions about the problems will likely not come easy for the Candidate. You will need to guide the Candidate in asking good questions that yield all the facts, as well as thoughts and responses. They will need to learn how to ask questions that address the heart specifically. You will need to help them ask open-ended questions that still have direction and a purpose. A good PDI and a framework for asking follow-up and extensive questions about the counselee and his or her life will yield greater insight into the issues and direction for the answers needed. In the first two sessions a great number of questions need to be asked. Questions can be asked for homework. And throughout counseling good questions need to be put forth to the counselee. There are resources for the Phase 3 Candidate found in the appendices section of this manual.
- Instilling Christlike care, compassion, and relationship-building with the counselee (Eph. 5:1-2; 1 Thess. 2:7-9; Prov. 27:6, 9). Your ACBC candidate must make clear efforts to show Christlikeness towards counselees in these ways. Without making a point to personally minister to the person, the Word of God cannot be ministered to heart and life as effectively as it could be. However, a few cautions are in order. The candidate must not put more emphasis here than on the Truth the counselee needs, nor fail to speak needed truth in love for fear of

damaging the relationship. Also, encourage the Candidate to avoid coddling and focusing on the counselee's feelings in a way that does not move them on to the hope, help, and change they need.

- Directing the Candidate's counseling focus toward the counselee's relationship to God through Christ (1 Cor. 2:14; Rom. 8:8; Col. 1:15-23, 3:1-3). Have the Candidate dialogue with the counselee through a clear presentation of the gospel, and revisit it as needed. Efforts should be made to ascertain whether the counselee is truly "in Christ." Be sure the Candidate understands and acknowledges that the process and goal of biblical counseling cannot be realized if the counselee is not a believer. In this case, the Candidate should be reminded that evangelism, rather than counseling, becomes the primary goal. If the counselee *is* a believer, the Candidate must be prodded to assist him or her in relating what is being learned, and what needs change, to the person of Christ. Inspire the Candidate to *facilitate* gospel motivation, Lordship, walking with Jesus, and the application of key gospel realities (promises and obligations), throughout the counseling process. The Candidate must learn to drive home what should be the most fundamental theme of counseling: the counselee's positional and functional relationship with God through Christ, for his or her good and God's glory.
- Guiding the Candidate in addressing change from the heart out into behavior (Prov. 4:23; Heb. 4:12). You will need to stress the importance of addressing the true worship (life agendas, ruling desires), beliefs, and thoughts of the heart. The counselor should be alerted to the role of these heart issues in driving a counselee's choices, as well as in true transformation. After addressing these occupations of the heart, the counselor should facilitate change out into behavior, by instruction on the fruit changes needed in the counselee's life as well. Relative Homework that addresses both *know and do* aspects, strategically, will help the proper flow of change to progress.
- Highlighting the importance of a dependent "put off-put on" process (Eph. 4:22-32; Col. 3:1-17; 2 Peter 1:5-11). The counselee must understand that the right heart, alone, does not automatically lead to all the right thoughts, words, and actions. Though it is the starting place and will certainly help facilitate godly priorities and behavior, even the renewed heart has its enemies in the flesh, the world and Satan. And where habits of sin exist, specific temptation and repentance plans must be employed. Once the heart has been addressed in a session, push the Candidate to gain specific commitments and to hold the counselee accountable for replacing old-man thoughts and behavior with righteous alternatives, through dependent, gospel-motivated effort. The Candidate can model dependency and the responsibility of the "put off-put on" process by being transparent about his or her own dependency on God's power and work, while also needing to put forth efforts in the Christian walk, and in helping the counselee.

- Requiring the Candidate to identify when faith and true repentance are needed (Heb. 11:1, 6; 2 Cor. 5:7; 2 Cor. 7:9-11). The Candidate must be able to determine the role (or lack) of faith in the counselee's Christian walk, especially in times of temptation, sin, confession, and repentance. Encourage the Candidate towards ascertaining where and when the counselee needs to exercise faith in who God is, in His promises, and in the Gospel. Be sure he or she understands that faith and repentance must go hand in hand and be applied daily in a specific way.
- Instructing the Candidate to differentiating between sin and suffering (James 1:2-4, 12-15; 1 Peter 4:1-3; Gal. 6:1-4; 1 Cor. 1:3-5; Ps. 16:4). While it is important to address sinful responses to suffering, it is crucial to instill in the counselor the need for compassion and encouragement regarding the counselee's difficult circumstances. A counselor also must make every effort to understand and address the impact of personal suffering on the counselee. Even though suffering often leads to sinful responses, help the Candidate realize this is not *always* the case. In either circumstance, compassion and God's help for suffering should be clearly communicated. The Candidate also must understand that a counselee may be "suffering" because he or she is mourning the loss or elusiveness of an idolatrous lust or false refuge. While compassion is still appropriate, heart-probing questions can help to reveal to the counselee the true cause of his or her anguish, for real help.
- Helping the Candidate to value, respect, and utilize the local church and its Shepherds (Heb. 10:24-25; Heb. 13:17; Acts 2:42-47). The local church body should play a strategic role in both the counseling process and the life of the counselee. The Candidate must grasp the importance of being under the authority and an active member of a local church themselves. They must view the church as one of God's primary tools to help bring about lasting change and worship for the counselee. Biblical sermons, godly friends, the small group, and serving are all important to the spiritual progress of the counselee. Also, help the Candidate to determine any appropriate times to enlist an accountability partner, include a church advocate in-session, involve a Pastor or other church Shepherd), and/or utilize the church discipline process. Every counselor must see him or herself as an instrument to build-up the local Church.

Important Documentation and Tools¹¹

- [Fellow Dashboard](#)

This required tool is available through your ACBC membership account on the website, and it *must* be used for each Phase 3 Candidate supervised. From the Fellow Dashboard, you will be able to log and track all of counseling sessions for the Phase 3 Candidate as well as provide the necessary evaluations for the 15th,

¹¹ A comprehensive list can be found in Appendix 3.

30th, and 50th counseling sessions that have been completed and supervised by you. To evaluate, Fellows will be given administrative access to the Phase 3 Candidate's supervision log by ACBC. Fellows will use their personal credentials to log-in to the ACBC website and select the Fellow Dashboard menu link. To submit evaluations, select "evaluation details."

- [*The Supervision Meeting Form*](#) (recommended)

This form can assist Fellows in preparing for, and keeping record of, key elements of the supervision meeting. It can be used in conjunction with the review of the Candidate's *Case Reports* and other case documentation. The form itself is not required, but what it seeks to help you, the Supervisor, accomplish *is*. Keeping this type of record for supervision meetings can make it easy to reference earlier discussions as needed, to help complete evaluations, and to assist the Fellow Candidate in filling out [*Supervision Reports*](#).

- [*The Post-Supervision Assessment*](#) (recommended)

While the investment the Fellow makes in the Phase 3 Candidate's training and ministry is invaluable and highly esteemed, ACBC and Fellow Supervisors are ever striving to hone their training practices. *Post-Supervision Assessments* will allow Phase 3 Candidates to outline their progress and give feedback, and ACBC to continue improving upon an already incomparable hands-on training experience. You may send each of your Phase 3 Candidates this assessment form once you have sent in his or her final evaluation to the ACBC office. The Phase 3 Candidate may send one copy of the filled-out *Post-Supervision Assessment* to you, and one to the ACBC office at certification@biblicalcounseling.com. Should the assessment contain any negative feedback, he or she should discuss this with you prior to sending in the ACBC office copy.

- [*Resources for the Phase 3 Candidate*](#)

There are materials provided under this section that will aid the Candidate in his or her counseling and supervision responsibilities. You should be familiar with these materials and ready to help the candidate with those you choose to utilize. It is important to use these or *some* other resource or form for each basic thing the Candidate must understand or accomplish. You may utilize any other form and/or document you deem helpful to the counselee, as long as they are clearly consistent with the [*ACBC doctrinal standards*](#) and the [*Critical Characteristics of Biblical Counseling*](#).

Responsibilities of the Phase 3 Candidate

A document, outlining Phase 3 Candidate responsibilities, should be given to every Candidate who is beginning Phase 3 of his or her training. The prepared option below is written *to* the candidate *from* the Fellow. A Fellow may modify details of his supervision, but not remove any basic requirements. This is to maintain consistency in training and file sharing among all those involved in ACBC supervision. Provide the Phase 3 candidate a version of the below:

Your Responsibilities as an ACBC Candidate

Supervised counseling training is a valuable and critical phase in your training process. A Supervising Fellow has a wealth of experience that can be passed on to you. You are receiving this document if you are asking me, _____, to supervise you. If I take you on as a supervisee, it will be my job to help you put into practice what you have been learning. We will work together to understand, biblically interpret, set a tentative agenda for, and effectively address your counselee's issues—all toward the counselee's chief end according to God: *to glorify God and enjoy Him forever* (as summarized by The Westminster Shorter Chatechism-1647).

Before beginning your supervised counseling training,

You must read the information below very carefully!

Be Aware of These Important Details:

You are ready to begin the Supervision Phase of your Training (i.e., Phase 3) if each of the following is true:

- *These basic prerequisites have been accomplished.* You have sent me, your perspective Supervising Fellow, a supervision request, along with your *Clearance-for-Supervision* email from the ACBC office. After I have reviewed your profile and application materials, you will receive an email confirmation that I will be supervising you.
- *You have received supervision instructions.* Before we begin, you must request from me or my office any specific supervision instructions and/or forms you are expected to use in your supervision. Please review these carefully.
- *You have discussed supervision fee payment with me.*
- *You have had a preliminary conversation with me as your supervisor:* You must arrange (via email or phone) for us to have a brief phone meeting. This will be a time for introductions and for you to ask any questions you may have about your supervision or the materials you have been sent/given.

You will have one year to complete your 50 sessions of supervised counseling, starting from the date the ACBC office notified you of your clearance to pursue supervised counseling.

Note: Make every effort to avoid the need of an extension. You should move at a counseling load pace that allows true learning, but it is best to progress through your counseling training as quickly as you are able. If you must request an extension, please be aware that only one extension will be allowed.

When the deadline for completing Phase 3 draws near, the option to apply for an extension (if needed) will appear in your certification dashboard. Ultimately, your supervising Fellow will make the determination on whether your extension request is accepted or denied.

- You are responsible to arrange, directly with me or with my office, the required 30- to 60-minute supervision meetings to be done either by phone, video conference, or in-person. The actual time depends on the number of cases reviewed.
 - We may utilize email, cloud file sharing, etc., for your supervision. Please be sure that these modes of file submission and communication are in good working order before supervision begins.
 - You must record a number of your counseling sessions. I will let you know how many and which ones. You must follow the [Specific Audio Recording Procedures](#) you will receive.
 - At the end of supervised sessions #15 and #30, you will receive a progress report. These reports will outline strengths and weaknesses and indicate if you are able to continue your supervision or are required to complete some additional study or training before proceeding. You can expect to be encouraged throughout your supervision, but also corrected and redirected where needed. You are not expected to do everything right. You need only to be a learner and one who is willing and able to make progress in the areas needed. These progress reports can be viewed within the supervision log in your certification dashboard under “evaluation details.”
-

Resources for the Phase 3 Candidate

The following forms and documents are provided for Phase 3 Candidates. Every Fellow should familiarize himself with them. Once you have done this, you can also provide the Phase 3 Candidate this explanation of the forms. Many of these forms will be accessible to Phase 3 Candidates through the certification dashboard on the website. The *Case Report* must be used as is. But a Fellow may substitute his own version of any other document here, if the same goals are accomplished.

Supervision Forms:

- [*The Case Report Form*](#) (required)

When in supervised counseling training, the Phase 3 Candidate **must** use this form to report on every session of counseling. Note: You may *not* reduce this form, nor lessen the 50 sessions and five audio requirements. But you *may* require additional information beyond the Case Report Form, 50 sessions, and five audio requirements.

- [*The Case Report Instructions*](#) (required)

This document provides instructions and explanation for the kind of information to include in Case Report answers.

- [*The Typical Biblical Counseling Progressions Diagram*](#) (recommended)

This diagram displays all the important progressions of counseling: the overall process of counseling, a biblical progression of sessions, and a clear flow of the key elements of the biblical counseling session itself. It illustrates a biblical methodology framework for the ACBC Candidate, helping him or her facilitate the many priorities that have been presented during Phase I training. There *may* be other topics or sessions to include within this basic framework.

- [*The Big Picture Worksheet*](#) (recommended)

This worksheet is an adaptation of David Powlison’s “Three Trees Diagram” and is designed to help the Candidate biblically interpret all the information he or she has gathered. It should be started after the 1st session. Generally, it can be sufficiently completed by the end of the 3rd or 4th session, but the Candidate can also add to it throughout the duration of counseling sessions, as needed.

- [*The Seeing and Setting a Future Agenda Worksheet*](#) (recommended)

This worksheet will push the Phase 3 Candidate to arrive at a biblical grasp of the needs in a case, to have a specific plan, to prioritize it, and to begin thinking about homework possibilities. This does not mean that he or she will never have to

modify the agenda. With your help, as Fellow, the Candidate can learn how and when it is appropriate to change his or her agenda, as well as how to determine, acquire, and utilize appropriate homework.

Counseling Process Forms:¹²

- [*The Language of Biblical Counseling*](#) (recommended)

This document helps the Phase 3 Candidate to correlate different words and titles that are popularly assigned to the key elements of biblical counseling. In ACBC's various training venues, the language may be interchanged in the ways shown on this chart. They are all reasonable words and should be understood by the Phase 3 Candidate.

- [*The Personal Data Inventory \(PDI\)*](#)¹³

All Phase 3 Candidates *must* use a PDI form with their counsees. The more information our Candidates can gain before the first session, the more appropriate and fruitful the questions asked of the counselee will be. And, in turn, the better able the Candidate is to offer initial and effective hope, as well as make an accurate interpretation of information in a timely manner. Using *the PDI Form* will ensure that enough preliminary information is gathered. You may prefer that the PDI questions be divided into parts, or that some of the questions in it be asked of the counselee in session. In any case, the Candidate has sufficient information to facilitate a full range of extensive and intensive questions in the first session. There are additional PDIs for the child, the parents of a child, and the parents of a teen in the [*Resources for the Phase 3 Candidate*](#) found in Appendix.

- [*The First Session Notes Form*](#) (recommended)

This note-taking tool can help the Phase 3 Candidate to organize the PDI information, plan new questions, progress smoothly through the main objectives of the first session, and record the counselee's answers in a way that will facilitate easy review of the different kinds of information.

¹² There are additional resources in the appendix related to key areas of the counseling process. They will assist the candidate in areas of question asking, using diagrams, helping the counselee apply Scripture, journaling events, homework, ending counseling, etc. Please note that these forms and documents *do not in any way* reflect an exhaustive list of resources for ACBC counselors-in-training. They are meant to provide basic materials for counseling that are biblical and meet ACBC standards. You can supplement them and should urge Phase 3 Candidates to continue their own research for truly biblical resources to deliver the best possible soul care to their counsees.

¹³ This version of the PDI is not required but use of a PDI is required.

- [*The Subsequent Session Notes Form*](#) (recommended)

This form can help the Phase 3 Candidate to prepare for all sessions that follow the first and guide the Candidate through the methodology of the regular session: beginning with prayer, ensuring weekly accountability (reviewing homework), instructing/dialoguing on Truth, making personal applications, challenging/calling for a response, giving hope, requiring involvement and change (the homework assignment), and ending with prayer. It also will facilitate post-session evaluation and planning. There is also a shorter version of the form here: [*Counseling Session Notes Form*](#).

- [*The Homework Application Sheet*](#) (recommended)

This resource allows the Phase 3 Candidate counselor to easily give a homework plan to the counselee. If used properly, it will help the ACBC Candidate to organize homework for the counselee, have the counselee in the Word of God for him or herself, encourage personal application, foster both “know” and “do” types of homework, and assist in tracking progress and change.

Section 5 | Assistant Supervisors

During the 2017 ACBC Annual Conference, the Board of Trustees approved the use of an Assistant Supervisor for ACBC Fellows who desire to enlist one. Since Fellows are the gatekeepers for excellence in ACBC counselors, a careful choice is of great importance. Assistant Supervisors will work under the direction of a particular Fellow to help supervise Phase 3 Candidates and should be men and women who are experienced ACBC Certified Counselors. They should demonstrate an exceptional grasp of ACBC training, the supervision process, and have a strong theological understanding.

There are many situations in which involving an Assistant Supervisor is advantageous to the Fellow and the ACBC Candidate. These situations may include, but are not limited to:

- When supervising female candidates
- When supervising an ACBC candidate whose first language is not English, and there is an Assistant Supervisor who is fluent in the same language available.
- When you wish to accommodate more ACBC Candidate supervision within an already demanding supervision schedule.

The Official ACBC Policy Concerning Assistant Supervisors

All candidates for ACBC certification must be supervised by an ACBC Fellow. The Fellow may choose, at his discretion, to invite an experienced ACBC Certified counselor to assist him in supervising a Candidate. The Fellow must participate in a minimum of 50% of the supervision process and oversee the Assistant Supervisor who works alongside— much like a Teaching Assistant works with the Professor of record in a college or seminary class. The Assistant Supervisor may review and provide written, personal feedback for counseling reports and audios submitted by the Candidate for certification.

Suggested Criteria for Assigning the Official Title of Assistant Supervisor

A Fellow may choose an Assistant Supervisor at his own discretion but should have clear criteria to substantiate the proficiency of the assistant to handle delegated supervision tasks. The [Assistant Supervisor Application](#) will allow you to gain important information about the applicant and supply a record of your choice to the ACBC office. Have the prospective assistant complete the form and send it back. You are not required to utilize anyone who requests to assist you, even if well-qualified.

Here are some proficiency criteria to assist you in your choice of an Assistant:

- The Assistant Supervisor holds a biblical studies degree (or has had significant church-based theological training, has read sound theological materials, and has satisfactorily completed a theology interview with the seasoned Fellow).
- The Assistant Supervisor has previously taught counseling-related topics in a church, ACBC, or Christian undergraduate or graduate program setting.
- The Assistant Supervisor has completed 300-400 hours of counseling experience. The preferred number of hours may be adjusted based on the types of cases the prospective Assistant has handled well, individual aptitude, and the level of ability to articulate key counseling issues and concepts.
- The Assistant Supervisor has the recommendation of another ACBC seasoned counselor, training center director, or Fellow, if you have no personal knowledge of counseling skills.
- The Assistant Supervisor has observed the enlisting Fellow's supervision of 1-2 incoming ACBC Candidates or is willing to be under scrutiny when beginning Assistant Supervisor duties.

Guidelines for the Supervisor-Assistant Supervisor Working Relationship

- The 50% participation allowance means Assistant Supervisors are given the option to supervise 25 sessions/*Case Reports* of any given incoming ACBC Candidate or accept any combination of supervising duties to make up to 50% of the supervision process for a candidate. Exact duties are at the discretion of the Supervising Fellow.
- The Assistant Supervisor should not begin or end the supervision of the Candidate, nor perform any official *Supervision Evaluations* of the Candidate.
- The Assistant Supervisor must be willing to fulfill his or her delegated supervising duties in the way the Fellow desires/requires.
- The Supervising Fellow must have access to all *Case Report Forms* and any feedback the Assistant Supervisor gives the candidate to adequately oversee both the supervision of the Candidate and the Assistant Supervisor's training and work.
- The Fellow should answer the Assistant Supervisor's questions and review the Candidate's counseling progress with the Assistant Supervisor.
- The Fellow should compensate the Assistant Supervisor from the Phase 3 Candidate supervision fee, relative to the Assistant's participation in supervision

duties. The Fellow may receive a greater amount than the Assistant due to his oversight and ultimate responsibility in all supervision areas.¹⁴

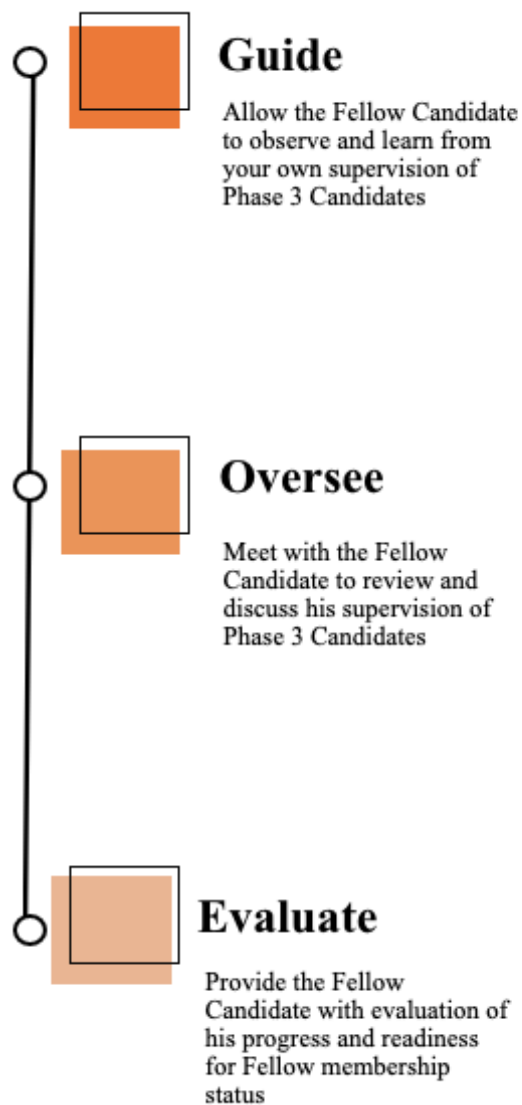
- The Assistant Supervisor can edit and approve sessions with the Phase 3 Candidate's supervision log which is now built into the certification dashboard on the ACBC website. ACBC office staff can provide the access that the Assistant Supervisor requires.
- In accordance with the Fellow's criteria, and the requirements laid out in this manual, the Assistant Supervisor can provide an unofficial assessment of the Candidate's progress for the Fellow to consider.
- In keeping with ACBC Standards, female Assistant Supervisors may *not* assist in the supervision of male candidates.

¹⁴ As of January 1, 2023, the cap for supervision fees is set at \$800.00.

Section 6 | Providing Fellow Candidate Oversight

Overview of Oversight Process

If Supervising Fellows are the gatekeepers of quality ACBC membership, Overseeing Fellows who train members for Fellow status have an even more strategic role in that mission. They help to bring Fellow Candidates along in the skill of supervising. A Fellow who is qualified to oversee must meet the criteria below and be recommended to take on this higher-level training position. There are only a small number of Overseeing Fellows within ACBC.



Qualifications to Oversee a Fellow Candidate:

- Experience and Desire. To qualify as an Overseeing Fellow, a member must have held Fellow status for five years or more. They must also have been actively supervising and training ACBC Candidates during that time and have a passion for quality supervision in the ACBC organization.
- Supervision Excellence. The Fellow who wishes to oversee the supervision of new Fellow Candidates must have high marks on supervision evaluations that give evidence of an organized process of supervision. The Overseeing Fellow Candidate will also be expected to provide a statement of agreement and practice concerning the [*Critical Characteristics of Biblical Counseling*](#).
- Recommendations. Since becoming a Fellow, the Overseeing Fellow Candidate must have continued to make additional strategic contributions to the training of ACBC counselors and to the cause of biblical counseling. These can be in the form of key articles, books, workshops, blogs, and/or podcasts for ACBC membership on critical and current issues they face. In addition, two members of the Board of Trustees must recommend him based on his exceptional contributions and qualifications.
- Essential Qualities. All our Fellows must possess and model the essential qualities of a spiritual leader that we seek to instill in all our counselors. Overseeing Fellows are held to the highest standard of these qualities.

Responsibilities of the Overseeing Fellow

It has already been established that an Overseeing Fellow is invaluable to the credibility of ACBC counseling. Your expertise will help prepare Fellow Candidates to be the gate keepers and guides they need to be. By training new Fellows to supervise incoming Phase 3 Candidates, the investment you make will affect many. For your time, assistance, and conscientious oversight you should receive up to half of the supervision fee that the Fellow Candidate collects from the Phase 3 Candidate.

The ACBC office or a Fellow Candidate (having received your name from the ACBC office) will contact you for oversight. It is vital that you become familiar with all the material in this manual. This will allow you to answer questions readily. Paying special attention to the [*Responsibilities of the Fellow Candidate*](#) (page 10) and the [*Responsibilities of the ACBC Candidate*](#) (page 25) will lay out clearly what you must require and instill in the Fellow Candidate. The responsibilities of the Overseeing Fellow are described below.

Guide the Fellow Candidate

Allow the Fellow Candidate the opportunity to sit in or listen in on your supervision of Phase 3 Candidates. There is not a required length of time to do this. Discuss with your Fellow Candidate his readiness to branch out on his own.

Much like the Supervisor does for the Phase 3 Candidate, learn what the Fellow Candidate is doing in his supervision, and where he may need guidance or instruction. At the onset of his supervision training, your oversight should be more detailed. As it becomes clear that the Fellow Candidate can operate more on his own, you can lighten the requirements.

- Review the Fellow Candidate's supervision comments on [Case Reports](#) and the [Supervision Reports](#) that are required. Initially you will want to see all his feedback and clearly understand the cases. Evaluate these by the [Responsibilities of the Supervisor](#) and your wealth of experience. Once you have confidence in how the Fellow Candidate is progressing, you may choose to only require his *Supervision Reports*.
- Meet periodically with the Fellow Candidate in-person, by phone, or video conference. Give your feedback on his supervision and answer any questions he may have. Meet every week or every other week until you have confidence the Fellow Candidate can perform the basics of supervision adequately. Then you can meet less often.
- Offer any helpful guidance or cautions on the Fellow Candidate's [Supervision Reports](#), [Case Reports](#), and PDIs prior to your oversight meetings if possible. Giving feedback beforehand through Word comments can streamline your conversations.
- Listen to at least six recordings of the Fellow Candidate's supervision (three for each Phase 3 Candidate supervised). One recording could be done early in his supervision of each Phase 3 Candidate. Evaluate what you hear and give your honest feedback. You have the option of requiring more recordings.

Oversee the Fellow Candidate

Keep a Fellow Candidate Oversight Log

It will be important to record your Fellow Candidate's required submissions and the basic content of your oversight meetings. [The Oversight Log](#) will allow you to do this. You may have the Fellow Candidate fill out the form if the log is a shared file or the Fellow Candidate e-mails, you an updated log after each oversight meetings.

Require Consistent File Naming

Having the Fellow Candidate and all Phase 3 Candidates use the same-type file naming format will make filesharing and collaboration (when needed) much easier. The [File Guidelines](#) are available in the link provided. However, the Fellow Candidate must use a unique file system for what he sends to the Overseeing fellow.¹⁵

- Require that each running document of the Fellow Candidate's [Supervision Reports](#) be properly titled. They should also be separate from all other case documentation. Have the Fellow Candidate use the filename format:

(fc) *FellowCandidateLastname*–(can)*ACBCCandidateLastName*–(sup reports)

In this format “(sup reports)” refers to *Supervision Reports*. Thus, in the following example, the Fellow Candidate's last name is “Brown” and the ACBC Candidate's last name is “Scott,” and the file contains the running document of *Supervision Reports*.”

Example: (fc)Brown–(can)Scott—(sup reports)

- Require that supervision audio recordings be properly titled. Have the Fellow Candidate use the filename format:

(fc) *FellowCandidateLastName*–(can)*ACBCCandidateLastName*–(sup aud00 m00)

In this format, “sup aud00” refers to the Fellow Candidate's required supervision audios (three for each Phase 3 Candidate), and “m00” refers to supervision meetings. Thus, in the following example, the Fellow Candidate's last name is “Brown,” the ACBC Candidate's last name is “Scott,” and the audio recording is the first audio recording submitted by the Fellow Candidate and is an audio of the Fellow Candidate's 2nd supervision meeting of the Phase 3 Candidate.

Example: (fc)Brown–(can)Scott–(sup aud01 m02)

¹⁵ It is the responsibility of the Overseeing Fellow to communicate how he prefers these files to be shared.

- Files originating from the Phase 3 Candidate must also be passed on to the Overseeing Fellow initially (perhaps through 10 sessions supervised). After this point, you can choose to only require the supervision reports. The Fellow Candidate must be sure all Phase 3 Candidate case files have his name added to the filename before sending them to you.

In the following example, the Fellow Candidate's last name is "Brown," the ACBC Candidate's last name is "Scott," the counselee's last name is "SMITH," and "c reports" indicates that the file is the running document of *Case Report Forms* from the Phase 3 Candidate.

Example: (fc)Brown-(can)Scott-SMITH(case)-(c reports)

In the following example, the Fellow Candidate's last name is "Brown," the Phase 3 Candidate's last name is "Scott," the counselee's last name is "SMITH," and "aud s05" indicates that the file is an audio recording of the Phase 3 Candidate's 5th session with his or her counselee.

Example: (fc) Brown-(can)Scott-SMITH (case)-(aud s05)

Have the Fellow Candidate follow the same file format with all file submissions. Also, notice that only case files are in caps, to easily differentiate them from other submitted documents.

Appreciate and Encourage the Fellow Candidate

Make an extra effort to appreciate and encourage the Fellow Candidate's strengths. He has already been engaged in effective biblical counseling training and ministry and, no doubt, has great strengths to offer ACBC Candidates. These should not go unnoticed (1 Thess 5:11).

Evaluate the Fellow Candidate

- Evaluate the Candidate's progress and provide feedback. Complete a [*Fellow Candidate Evaluation*](#) at the conclusion of each of the Fellow Candidate's two supervisions. Share the results with the Fellow Candidate.
- Notify the ACBC office of a Fellow Candidate's completion of his Supervision Element by submitting the Fellow Candidate's final evaluation. Indicate recommendation or non-recommendation for Fellow membership status.

Forms for the Overseeing Fellow

An Overseeing Fellow can hone the Fellow Candidate's organization skills that should be passed on to ACBC Candidates. The following forms are designed to assist you in fulfilling your role of overseeing in an ordered manner. As you use these forms and/or documents with Fellow Candidates, you can also assist ACBC in evaluating and improving upon them, or even suggesting new ones. Do not hesitate to give feedback or suggestions to the Membership Office. Your expertise is of great value.

- [*The Oversight Meeting Form*](#) (recommended)

This form can be helpful for setting an agenda for the oversight meeting and taking notes during it. It also serves as a record of the meeting and how the Fellow Candidate is progressing.

- [*The Fellow Candidate Oversight Log*](#) (required)

This form allows you, the Overseeing Fellow, to record oversight meetings with the Fellow Candidate. There are instructions on the form. This log must be turned into the ACBC office upon completion of the Fellow Candidate's supervision of two (2) ACBC Candidates. (certification@biblicalcounseling.com).

- [*The Fellow Candidate Evaluation Form*](#) (required)

This form will allow you to evaluate the Fellow Candidate in specific areas, to keep record of the Fellow Candidate's progress, and to notify the ACBC office of the Fellow Candidate's completion of Element 3 with you.

- *Your own favorite or personally developed forms and/or documents*

You are in this position of oversight because you have been recognized as discerning, as well as exceptional in your counseling and supervision practices. And as a seasoned Fellow, it is assumed that you have created and curated valuable resources yourself that you pass on to your Phase 3 Candidates. For that reason, perhaps you will also use those documents in your training of the Fellow Candidate.¹⁶

¹⁶ Passing on your helpful, personally developed materials to the ACBC Office may allow you to benefit other Supervisors and Overseers and contribute to the excellence and consistency of our training processes. We welcome the sharing of documents you think could benefit ACBC members and training in these ways.

Section 7 | Grading ACBC Exams

Every ACBC applicant must complete both the [Theology Exam](#) and the [Counseling Exam](#) in Phase 2 of the certification process. To ensure doctrinal integrity and counseling excellence within ACBC, both exams must be mastered. There are 24 questions in the Theology Exam and 20 questions on the Counseling Exam.

Graders can use their biblical counseling experience and discernment to grade the ACBC Candidate Theology and Counselor Exams. They must approve answers and require revisions, until the ACBC Candidate can successfully reflect biblical responses to questions that also uphold ACBC Standards. Graders must also communicate those fatal errors that will not allow the Candidate to pass the exam.

Not all Fellows grade. If you have a desire to grade exams, you may notify the ACBC office. If there is no current need for an additional grader, you will be placed on a list of possible graders for the future. If you do grade, you will need to be fully informed on what is expected and helpful to the grading process.

Everything the ACBC approved grader will need to know and have at his or her disposal for grading ACBC Exams can be found in the Grader Training *Manual*.¹⁷

¹⁷ The most updated version of this manual can also be downloaded from the Grader dashboard on the ACBC website and can be provided to you upon request.

Section 8 | Providing Oversight for Certified Training Centers

According to the ACBC *Bylaws* (specifically Article IV) all Certified Training Centers of the organization are required to have an Overseeing Fellow who assists centers in the following key ways:

1. Ensure biblical counseling is being conducted at the center.
2. Ensure that training programs leading to certification are conducted at the center.
3. Review and approve the annual report of the center annually.

For prospective training centers, the ACBC office will require that either a Fellow serves as instructor or director of the center or, in the absence of Fellow serving on-site at the applying center, that a current Fellow is assigned as the Overseeing Fellow to serve in the ways described above.

While you, as a Fellow, are not required to serve in this capacity, it is highly encouraged that you would consider using the position entrusted to you by ACBC to serve the organization in this capacity. Not only are all Certified Training Centers mandated to have an overseeing Fellow, but Fellow involvement raises the bar in terms of quality of training as well as encourages trainees to complete the certification process. There are no specific time requirements for oversight; instead, Fellows and training center directors are encouraged to foster a personal relationship in which the director can confer with the Fellow as needed and can benefit from the Fellow's experience and knowledge of ACBC.

Fellow Oversight for Certified Training Centers do not in any way imply that Fellows have any responsibility in the operations or instruction at the center, but instead they would act as a resource to center personnel and as liaisons between Certified Training Centers and the ACBC Board of Trustees for accountability purposes.



Appendices

Appendix 1 | Lines of Communication

To simplify and speed communication, please contact the following ACBC personnel depending on your need.

Your Overseeing Fellow (for Fellow Candidates in Element Three)

- You are ready to begin the Overseeing process.
- You need help thinking through your supervision case.
- You need to discuss a Phase 3 Candidate.
- You are not sure about a supervision process or a form.
- You need a supervision extension.

Director of Member Care | Stuart Scott sscott@biblicalcounseling.com

- You would like to have a Fellow Candidate Interview
- A Phase 3 Candidate or counselee has a complaint against you, or you have one regarding them.

Director of Membership and Certification | Samuel Stephens sstephens@biblicalcounseling.com

- You have a question about a Phase 3 Candidate's progress.
- You would like a resource recommendation.
- You would like to contribute to Fellow or supervision resources.

Membership and Certification Department | certification@biblicalcounseling.com

- You need to check your application status.
- You need an answer regarding the application process.
- You need an answer regarding forms.
- You need electronic forms or letters for the application process.

ACBC Office | info@biblicalcounseling.com | 816-282-2836

- For all other general inquiries

Appendix 2 | Documents for Phase 3 Candidates

Below is a comprehensive list of resources for the Phase 3 Candidate. Many of these are discussed in greater detail within the manual, but the complete list has been included here. These are categorized into three types of documents:

1. **Required** – These cannot be adapted and must be used
2. **Recommended** – These are forms ACBC requires Fellows/Fellow Candidates to make use of as they supervise Fellow Candidates/Phase 3 Candidates.
3. **Resource** – These suggested resources are provided by many current ACBC Fellows and may be helpful to Phase 3 Candidates but are not required for use.

-
- [*Case Report Form*](#) (required for each counseling session)
 - [*Case Report Form Instructions*](#) (required)
 - [*Typical Biblical Counseling Progressions*](#) (recommended)
 - [*Getting the Big Picture Worksheet*](#) (recommended)
 - [*Seeing and Setting a Future Agenda*](#) (recommended)
 - [*Language of Biblical Counseling Elements*](#) (recommended)
 - [*Personal Data Inventory*](#) (required for each counseling case)
 - [*First Session Notes*](#) (recommended)
 - [*Subsequent Session Notes*](#) (recommended)
 - [*Counseling Session Notes – short version*](#) (resource)
 - [*Homework Application Form*](#) (recommended)
 - [*Consent to Counsel and Confidentiality Form*](#) (required for each counseling case)
 - [*Request for the Release for Information/Records*](#) (resource)

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- [Parental Consent to Counsel a Minor](#) (resource)
- [Doctors Letter – Medication](#) (recommended)
- [Consent to Record Counseling Session](#) (required for each case where sessions are recorded)
- [Eleven Ways to Avoid a Lawsuit in Counseling](#) (resource)
- [Discovering Problem Patterns Calendar](#) – Jay Adams (resource)
- [Discovering Wonderful Things](#) – Bob Somerville (resource)
- [Drawing Out the Heart](#) – Brad Bigney (resource)
- [Exit Interview](#) – Chris Bruyenzeel (resource)
- [Graduation Checklist](#) – Bob Somerville (resource)
- [Heart Journal](#) – Southern Seminary for Biblical Counseling (resource)
- [Homework That Changes Lives](#) – Randy Patten (resource)
- [How to Ask Next Questions](#) – Jeremy Pierre (resource)
- [Journal of Upset Chart](#) – Southern Seminary Center for Counseling (resource)
- [PDI-Child Intake \(Child\)](#) – Ron Allchin (resource)
- [PDI-Child Intake \(Parents\)](#) – Ron Allchin (resource)
- [PDI-Teen Intake \(Parents\)](#) – Ron Allchin (resource)
- [Questions for The Interpretive Aspect of Counseling](#) – Bob Somerville (resource)
- [Questions to Ask in Soul Care](#) – Andrew Rogers (resource)
- [Tell Me More About You](#) – Ron Allchin (resource)
- [The Put On-Put off Re-Habituation Worksheet](#) – Adaptation of Jay Adam’s Chart (resource)
- [The Renewing a Thought Form](#) – Stuart and Zondra Scott (resource)
- [Y Diagram](#) – Author Unknown (resource)

Appendix 3 | Documents for the Fellow and Fellow Candidates

Below is a comprehensive list of resources for the ACBC Fellow and/or Fellow Candidate. Many of these are discussed in greater detail within the manual, but the complete list has been included here. These are categorized into three types of documents:

1. **Required** – These cannot be adapted and must be used
2. **Recommended** – These are forms ACBC requires Fellows/Fellow Candidates to make use of as they supervise Fellow Candidates/Phase 3 Candidates.
3. **Reference** – The information in these forms is merely informational as these have now been incorporated into the Fellow supervision and evaluation process through the ACBC website.

-
- [*Essential Qualities for Spiritual Leadership*](#) (recommended)
 - [*Phase 3 Candidate Supervision Log*](#) (reference)
 - [*Fellow Candidate Supervision Meeting Form*](#) (recommended)
 - [*Phase 3 Candidate Supervision Evaluation*](#) (reference)
 - [*Post- Supervision Assessment*](#) – completed by Phase 3 Candidate (recommended)
 - [*Oversight Meeting Form*](#) (recommended)
 - [*Fellow Candidate Oversight Log*](#) (required)
 - [*Fellow Candidate Evaluation*](#) (required)

Appendix 4 | Audio Recording Procedures for the Phase 3 Candidate

It is incumbent upon every Phase 3 Candidate to know each of these procedures and to complete them precisely! You may send the following to them in an e-mail explaining how you would like audio recordings (and any additional documentation you request) should be named. You can also refer to the [File Guideline for Phase 3 Candidates](#) for other documentation including Case Report Forms.

- The number of audio recordings required of you will be determined at the discretion of your Fellow, with the minimum being five. See the [Policies and Procedures](#) for details on this.
- You will be instructed on exactly what sessions to record. The first requested recordings should be submitted as soon as possible. Usually, you will be asked to record a session or two of your first case, so be prepared to record from the onset of supervision.
- Later, you likely will be asked to submit recordings from sessions with a new counselee. Any recordings done prior to the 25th session must be turned in by the completion of your 30th session, before your second evaluation. It is very probable that your supervisor request a recording towards the end of your supervision. If so, this should be turned in by the supervision of your 50th session.
- Any additional audios (beyond five) will be requested for the purpose of verifying you are indeed able to make requested changes in areas not reflected in the [Case Report](#).
- You are expected to listen to each of your audio recordings yourself before you submit them. For each of the recordings, you must type the answers to the questions below. This will be in preparation for the supervision discussions about your recordings. Your supervisor may require you to submit your answers to the following questions with your recording.
- What stood out or surprised you as you listened to the session?
- What do you think you did well?
- If you had to do the session over again, what would you do differently?
- Please send your correctly labeled recordings in this format/manner:

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- It is very important that you practice with the recording equipment and position the microphone where all parties in the session can be clearly heard. Be sure to confirm this and that you know *exactly* how to use the equipment prior to the session! Do not cause extra stress by leaving this until the last minute. Prepare well in advance.
- You must gain permission from your counselee to record the session. You can explain that the recording is for your review and possibly for your further training, but also that his or her full or defining name will not be associated with the audio file, and that it will be deleted after the necessary listening. Use the *Consent to Record Form* to gain your counselee's permission to record.
- Failure to provide the recorded sessions by the required time may cause the supervision process to be suspended and/or extended.