**Certification Syllabus, Level One**

**Term:** 26 Weeks  
**Days Class Meets:** On-Line/Distance  
**Class Time:** N/A

**Contact Information:**  
Office Phone: 1-877-222-4551  
Email: training@christiancounseling.com  
Address: 209 N. Industrial Blvd., Ste. 237, Bedford, TX 76021

*All students are required to read and have a thorough understanding of the syllabus. Any questions or concerns need to be addressed with the instructor or proctor.*

**I. Mission:**

Our specific mission is to support the church in its mandate to equip the saints for ministry.

ABC exists to encourage, equip, and empower people everywhere to live and counsel the Word, applying the Gospel to the entirety of life.

**II. Purpose:**

The purpose of this course is to:

- Help students apply theology to the specifics of face-to-face ministry  
- Help students enhance their skills in counseling and ministry  
- Develop more experience by discussing a broad range of counseling case studies  
- To receive supervision on counseling case studies

**III. Instructional Goals:** Upon completion of this course, the student will:

1. Understand the importance and the "how to" of developing a working lens in counseling and pastoral ministry.
2. Develop a better understanding of how to practically apply theological constructs to the complex issues often encountered in one-on-one pastoral or counseling ministry.

3. Acquire a general understanding of general and specific issues with which individuals struggle as people created in a fallen world.

4. Gain deeper understanding in how to facilitate and engage in the counseling process.

IV. ATTENDANCE:

Students who enroll in ABC’s on-line certification program have great flexibility in completing assignments. There is no regular class schedule, therefore allowing the student the freedom to work on assignments in a manner that best suits his/her life. However, once certification begins, it is expected that students stay on the weekly schedule outlined in this syllabus. Proctors will have the assignment schedule, and will hold students accountable to follow that schedule accordingly.

V. COURSE TEXTS AND READING:

REQUIRED BOOKS


REQUIRED ARTICLES

Each week, you will have assigned reading from articles found in the *Journal of Biblical Counseling*, a publication of the *Christian Counseling and Education Foundation* (CCEF). CCEF has created a bundle of these articles that you will need to purchase at the following link: [http://cccefcommunity.org/jbc_bundle_equipped_to_counsel.asp](http://cccefcommunity.org/jbc_bundle_equipped_to_counsel.asp). If you have any trouble purchasing and downloading the bundle, please contact us at 1-888-222-4551. We have included a reading schedule in this syllabus under the heading, “Assignment Schedule”.

RECOMMENDED READING


VI. METHOD OF EVALUATING STUDENT PERFORMANCE

A. PLEASE MAKE SURE TO INCLUDE YOUR NAME AND EMAIL ON ALL ASSIGNMENTS AND EXAMS.

B. Assignments: To Be Turned in at: training@christiancounseling.com

1. Process Papers: Each week, students will be required to read several articles written by scholars in the field of biblical counseling. Students will be asked to process various elements of particular articles in practical terms (i.e., self-evaluation and application to a specific case study). There will be four process papers required for this course, and will be on the following articles.

<table>
<thead>
<tr>
<th>Due Week</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week Five</td>
<td>1. Review articles from Weeks 1-4, and apply applicable principles to the Case Study found on page nine.</td>
</tr>
<tr>
<td>Week Nine</td>
<td>1. Review articles from Weeks 5-8, and apply applicable principles to the Case Study found on page nine.</td>
</tr>
<tr>
<td>Week Sixteen</td>
<td>1. Review Articles for Weeks 9-15, and apply applicable principles to the Case Study found on page nine.</td>
</tr>
<tr>
<td>Week Twenty</td>
<td>1. Review Articles from weeks 16-19, and apply applicable principles to the Case Study found on page nine.</td>
</tr>
</tbody>
</table>

2. Community Project Reaction Paper: Upon completing the DVD seminar, Your Walk with God Is A Community Project, students will write a summary paper answering the questions found on page 10 of this syllabus.

3. Counseling Journals: Students will provide biblical counseling to a consenting participant, and will complete 10 journals (provided in workbook beginning on page 195).

4. Exams: Students will be given three exams. When a student is ready to take the exam, he or she will send an email to training@christiancounseling.com to request the test be sent to the proctor. The proctor's email should be included.
FORMAT OF WEEKLY COURSE WORK:

a. Students will watch the assigned videos each week.
b. Students will complete their workbooks as they watch each video.
c. Students will complete assigned reading from the journal articles.
d. Students will complete brief training exercises.

WRITTEN ASSIGNMENTS FOR THIS COURSE:

a. Students will complete Process Papers as assigned in the syllabus.
b. Students will work through cases studies as assigned in the syllabus.
c. Students will take three exams during the course.
d. Students will complete Counseling Journals as assigned in the syllabus.

ASSIGNMENT VALUES:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Process Papers</td>
<td>10%</td>
</tr>
<tr>
<td>2. Reaction Paper</td>
<td>5%</td>
</tr>
<tr>
<td>3. Counseling Journals</td>
<td>20%</td>
</tr>
<tr>
<td>4. Exam One</td>
<td>21.6%</td>
</tr>
<tr>
<td>5. Exam Two</td>
<td>21.6%</td>
</tr>
<tr>
<td>6. Exam Three</td>
<td>21.6%</td>
</tr>
</tbody>
</table>

***ALL ASSIGNMENTS MUST BE COMPLETED IN ORDER TO BE CONSIDERED FOR CERTIFICATION. THE VALUES ABOVE WILL REFLECT WEIGHT GIVEN TO EACH ASSIGNMENT ONCE GRADED. THEREFORE, IF A LESS WEIGHTED ASSIGNMENT IS NOT TURNED IN, IT WILL PREVENT THE STUDENT FROM EARNING A CERTIFICATION.

ASSIGNMENT SCHEDULE: Make note that some ETC chapters contain TWO videos.

<table>
<thead>
<tr>
<th>WEEK 1</th>
<th>Watch DVD Series: Your Walk With God Is A Community Project Paul David Tripp Community Project Reaction Paper Due.</th>
</tr>
</thead>
</table>
| WEEK 2 | 1. ETC Chapter One: Introduction to Biblical Counseling (Video/Workbook)  
2. Read Article: Counseling Ministry within Wider Ministry  
3. Read Article: The Great Commission: A Paradigm for Ministry in the Local Church |

www.christiancounseling.com
| Week 3 | 1. **ETC Chapter Two**: Elements and Definitions of Biblical Counseling (Video/Workbook)  
2. **Read Handout**: Toward a Definition of the Essence of Biblical Counseling (find a link for this under Chapter 2 on the ABC site).  
3. **Read Article**: Affirmations & Denials: A Proposed Definition of Biblical Counseling.  
4. **Read Article**: What is Biblical Counseling Anyway?  
5. **Begin Process Paper One** |
|---|---|
| Week 4 | 1. **ETC Chapter Three**: Essential Truths of Biblical Counseling (Video/Workbook)  
2. **Read Article**: Speaking Redemptively. |
| Week 5 | 1. **ETC Chapter Four**: The Fruit of Biblical Counseling  
2. **Read Article**: How Jesus Transforms the Church.  
3. **Read Article**: The Present Glories of Redemption  
4. **Read Article**: Modern Therapies and the Churches Faith  
5. **Process Paper One Due** (training@christiancounseling.com) |
| Week 6 | 1. **ETC Chapter Five**: God and His Word (Video/Workbook)  
2. **Read Article**: Who Is God?  
3. **Read Article**: Biblical Interpretation and Counseling  
4. **Read and Consider Discussion 4** (Get from Proctor) |
| Week 7 | 1. **ETC Chapter Six**: Mankind and The Gospel (Video/Workbook)  
3. **Read Role Play Exercise 1**  
4. **Begin Process Paper Two** |
| Week 8 | 1. **ETC Chapter Seven**: Mankind and Biblical counseling (Video/Workbook)  
2. **Read Article**: Biological Psychiatry  
3. **Read Article**: What if Your Father Didn’t Love You  
4. **Read Case Study Four** (Get From Proctor) |
| Week 9 | 1. **ETC Chapter Eight**: General Biblical Counseling Methods (Video/Workbook)  
2. **Read Article**: X-Ray Questions: Drawing Out the Whys and Wherefores of Human Behavior.  
3. **Read Article**: Opening Blind Eyes: Another Look at Data Gathering.  
5. **Collect Counselee Verification Form From Proctor. Send to** training@christiancounseling.com.  
6. **Process Paper Two Due** (training@christiancounseling.com) |
| Week 10 | 1. **ETC Chapter Nine**: Specific Biblical Counseling Methods (Video/Workbook)  
2. **Read Article**: Illustrative Counseling  
3. **Read Article**: Strategies for Opening Blind Eyes: Data Gathering Part 3.  
4. **Read Article**: Counseling People Who Resist Change.  
5. **Exam One (Proctor will administer and mail to ABC)** |
| Week 11 | 1. **ETC Chapter Ten:** Specific Troubles: A Biblical View of Our Mental, Emotional, and Behavioral Troubles (Video/Workbook)
2. **Read Article:** *Puritan Resources for Biblical Counseling.*
3. **Read Article:** *How Do You Help A Psychologized Counsellee?*
4. **Read Discussion 7** (Get From Proctor)
5. **Begin Counseling Journals This Week (Meeting 1)** (training@christiancounseling.com) |
|---|---|
| Week 12 | 1. **ETC Chapter Eleven:** Addictions (Video/Workbook)
2. **Read Article:** *The Bondage of Sin*
3. **Read Article:** *Addictions: New Ways of Seeing, New Ways of Walking Free* |
| Week 13 | 1. **ETC Chapter Twelve:** Anxiety (Video/Workbook)
2. **Read Article:** *Getting to the Heart of Your Worry*
3. **Read Article:** *“Peace Be Still”: Learning Psalm 131 By Heart*
4. **Counseling Journal Meeting 2** (training@christiancounseling.com) |
| Week 14 | 1. **ETC Chapter Thirteen:** Anger (Video/Workbook)
2. **Read Article:** *Anger Part 1: Understanding Anger*
3. **Discussion 10** (Get From Proctor)
4. **Case Study 8** (Get From Proctor)
5. **Begin Process Paper Three** |
| Week 15 | 1. **ETC Chapter Fourteen:** Depression (Video/Workbook)
2. **Read Article:** *The Valley of the Shadow of Death.*
3. **Read Article:** *Counseling Those Who Are Depressed*
4. **Counseling Journal Meeting 3** (training@christiancounseling.com) |
| Week 16 | 1. **ETC Chapter Fifteen:** Homosexuality (Video/Workbook)
2. **Read Article:** *Homosexuality: Current Thinking and Biblical Guidelines.*
3. **Process Paper Three Due** (training@christiancounseling.com)
4. **Case Study Assignment Due** (Same email as above) |
| Week 17 | 1. **ETC Chapter Sixteen:** Marriage Counseling (Video/Workbook).
2. **Read Article:** *God’s Place In Your Marriage*
3. **Read Article:** *A Biblical Theology of Relationship*
4. **Exam Two (Administered and mailed to ABC by Proctor)** |
| Week 18 | 1. **ETC Chapter Seventeen:** Resolving Marital Conflict Biblically (Video/Workbook)
2. **Read Article:** *Christian Communication*
3. **Read Article:** *Resolving Conflict Christ’s Way*
4. **Read Handout 4:** *Gracious Speech and Humble Listening* (Get from Proctor).
5. **Counseling Journal Meeting 4** (training@christiancounseling.com) |
| Week 19 | 1. **ETC Chapter Eighteen:** Marital Violence
2. **Read Article:** *Predator, Prey and Protector: Helping Victims think and Act From Psalm 10.*
3. **Read Article:** *Helping the Predator*
4. **Read Article:** *Helping the Victim* |
| WEEK 20 | 1. ETC Chapter Nineteen: Sex, Money, and Everything Else (Video/Workbook)  
2. Read Case Study 10  
3. Process Paper 4  
4. Counseling Journal Meeting 5 (training@christiancounseling.com) |
|---|---|
| WEEK 21 | 1. ETC Chapter Twenty: A Biblical View of Family (Video/Workbook)  
2. Read Article: The Family Covenant Model Part 1: A Biblical Model of the Family  
3. Counseling Journal Meeting 6 (training@christiancounseling.com) |
| WEEK 22 | 1. ETC Chapter Twenty-One: Understanding & Resolving Family Conflict (Video/Workbook)  
2. Read Article: Building the Family Covenant Model, Part 2  
3. Counseling Journal Meeting 7 (training@christiancounseling.com) |
| WEEK 23 | 1. ETC Chapter Twenty-Two: Blended Families and Family Unity (Video/Workbook)  
2. Read Article: Applying the Family Covenant Model, Part 3  
3. Counseling Journal Meeting 8 (training@christiancounseling.com) |
| WEEK 24 | 1. ETC Chapter Twenty-Three: Helping Parents Teach Their Children (Video/Workbook)  
2. Read Article: Why Do Kids Turn Out The Way They Do?  
3. Read Article: What Is Success In Parenting Teens?  
4. Counseling Journal Meeting 9 (training@christiancounseling.com) |
| WEEK 25 | 1. ETC Chapter Twenty-Four: Biblical Counseling With Children and Adolescents.  
2. Read Article: Counseling Children  
3. Turn in Final Counseling Journal Meeting 10 (training@christiancounseling.com) |
| WEEK 26 | 1. Exam Three |

Upon successfully completing the above assignments, students will become eligible for Level One Certification Through the Association of Biblical Counselors (www.christiancounseling.com)
## Grading Rubric for Each Assignment:

### Process Papers

<table>
<thead>
<tr>
<th>Possible Points Earned</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of Critical Thinking in Applying Articles Practically</td>
<td>5</td>
</tr>
<tr>
<td>Evaluation of Article In Light of Biblical Thought</td>
<td>4</td>
</tr>
<tr>
<td>Writing Skills, Including Grammar, punctuation, and spelling</td>
<td>1</td>
</tr>
</tbody>
</table>

### Reaction Paper (Tripp DVD)

<table>
<thead>
<tr>
<th>Possible Points Earned</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence of ability to apply theology practically to a specific case</td>
<td>5</td>
</tr>
<tr>
<td>Ability to offer rationale for counsel given</td>
<td>5</td>
</tr>
<tr>
<td>Ability to construct short term counseling plan for case</td>
<td>4</td>
</tr>
<tr>
<td>Writing Skills, including grammar, punctuation, and spelling</td>
<td>1</td>
</tr>
</tbody>
</table>

### Counseling Journals

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<tr>
<td>Writing Skills, including grammar, punctuation, and spelling</td>
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</tr>
</tbody>
</table>
Process Questions for Journal Articles

Each week you will have assigned reading from articles taken from the Journal of Biblical Counseling. One of the important tasks of developing as a minister/counselor is to enhance your conceptual skills by applying knowledge you acquire to actual situations. The purpose of these assignments will be to take the information from the articles and make them useable to you as a person ministering to the needs of others. Some articles will address worldview and philosophical issues. Others will speak to applying specific theology to human struggle. Your task is to extract the data from the articles, and explain how you might practically use them in the case cited below.

CASE:

Jeff and Teresa come to you because they are having marital problems. Jeff exhibits anger and rage in the marriage, and says this is the case because he has “Bipolar Disorder” (one of the symptoms being irritability and anger). He frequently degrades his wife verbally, and has destroyed property and items around the house when in one of his “rages”. He feels bad afterwards, and consoles himself with the fact he has a “mental disease”.

Teresa is quite critical of Jeff. She constantly corrects him, and when he goes into his “rages” she taunts and makes fun of him. She says things like, “A real Christian man would never act like this.” She says she cannot respect a man who hasn’t earned it. She also says she cannot love him because he has completely destroyed her self-esteem.

Both are on the verge of divorce, and express they see no purpose in their current situation, and no hope that things will ever change.

QUESTIONS: Answer these on a separate sheet of paper, and email them to training@christiancounseling.com. Each assignment should not exceed two typed pages, Cambria font, Size 12.

1. What information from this week’s articles might be helpful as you think through this case?

2. Why do you believe this information is helpful?

3. How would you apply this information to the present case? Give at least three examples.

4. How might you apply these principles to your own heart/life?
Community Project Reaction Paper

Once you have completed the entire DVD seminar, Your Walk With God Is A Community Project, please write a reaction paper by answering the following questions (these reaction papers should not exceed 5 pages).

1. Why do you think it is important for Christians to exist within community especially when dealing with difficult life circumstances, sins, or emotional and relational issues? What did you learn from this DVD series that supports your answer?

2. What is your greatest struggle or challenge in walking/living openly in community?

3. How do you plan to use this training and certification to strengthen the community and culture of your church? Your household? Your ministry?

4. List (5) things directly from this DVD series that you will seek to implement in your own life and work as a biblical counselor. Why were these five things so significant for you?
Appendix

Assignment Parameters and Instructions for Proctor................................. p. 12
Counselee Verification Form ........................................................................ p. 13
Counselee Consent Form ............................................................................ p. 14
ABC Honor Statement ................................................................................ p. 15
Assignment Parameters and Instructions

1. Proctors agree to pray for and with the student on a regular basis.

2. Students will be administered three examinations. Each is open-book/open-note meaning that the student may use notes, videos, journals, and the ETC student book during the test.

3. A proctor may not assist the student in finding answers or may not take the test on behalf of the student.

4. **Exam One** may not be administered sooner than **Week 10**. Some students may not take the test until after week nine, however, to optimize the opportunity for the student to assimilate the data from the course, ABC does not want the student to rush through the course simply for the sake of being certified.

5. **Exam Two** may not be administered sooner than **Week 17** for same reasons as stated above.

6. **Exam Three** may not be administered sooner than **Week 26** for the same reasons as stated above.

7. Proctor will affirm and sign off on the practical experiential piece for certification. Students will be required to go through basic counseling with a consenting volunteer. The proctor will verify that the student is counseling the individual as assigned in the syllabus assignment schedule.

8. Students will not be eligible for certification sooner than the 26th week from which he/she enrolled in the certification program. Therefore, rushing through assignments in order to expedite the certification process should not be encouraged. If a student disregards this parameter, and “completes” all assignments sooner than week 26 (except for the Final), he or she may lose eligibility for certification. Remember, the goal of this training is to equip you for the work of the Kingdom.

9. Students will have 12 months from the initial date of enrollment to complete ABC’s Level One Certification. If the student has not completed all assignments and exams during this 1 year time period, he or she will no longer be eligible to earn a certification in biblical counseling through ABC unless he/she reenrolls in the program.

www.christiancounseling.com
Counselee Verification Form

By signing this document, I verify that I (the student) have obtained a counselee for the purposes of training, and that I have collected a consent form from the counselee explaining the purpose of the exercises.

_______________________________________  ________________________  ________________________
 Student Name  Date

________________________________________________________________
 Student Signature

By signing this document, I verify that the student cited above has obtained a counselee for the purposes of training as outlined in the Equipped to Counsel curriculum.

_______________________________________  ________________________
 Proctor Name  Date

_______________________________________
 Proctor Signature
COUNSELEE CONSENT FORM

Your counselor is in the process of obtaining a certification in biblical counseling through the Association of Biblical Counselors. He/she may or may not be licensed by the state as a professional counselor, and has reflected his/her status in the checklist below. The course in which your counselor is enrolled is a basic course training him/her how to utilize biblical truth in the context of discipleship and counseling. Basic training infers that he/she is in the initial stages of developing skills in this area. By signing this form (1) you understand that you are engaging in a training process with your counselor, (2) you understand the status of our counselor as indicated in the checklist below, (3) you affirm that your counselor has explained this form and process effectively, and (4) you understand the purpose and intent of this counseling practicum as being for training purposes.

COUNSELOR STATUS (check all that apply)

___ I hold a license in psychology, counseling, social work, or another mental health field.
___ I do not hold a license in psychology, counseling, social work, or another mental health field.

I am willing to enter this training experience with the cited student, and understand the intent and purpose of this process. Assignments based on our time together will be turned into an instructor, however, I understand that my name will not appear on any assignments, and that all content on this form will be held confidentially by ABC.

Certification Student Name: ______________________________________________________

Counselee Name: _______________________________  Date: ________________________

Counselee Signature: __________________________________________________________
ABC Honor Statement

On my honor, as a servant of Jesus Christ, I attest that I will complete all tasks required by the Association of Biblical Counselors to acquire my basic certification in biblical counseling. I will thoroughly and completely read all lessons, journals, role-plays, and case studies required for each lesson per the syllabus. By signing this document, I am agreeing I have will exemplify integrity and honesty in my responsibilities as a student in the Equipped to Counsel training course. If it is discovered I have acted dishonestly, I understand any certifications I have received will be withdrawn, and no refund will be issued.

Yes, I attest to the above statement, and am confirming my honesty with my signature:

______________________________
Name

______________________________
Signature

______________________________
Date