



Dear Christian Coaching Colleague:

Thank you for your interest in applying to the **Board of Christian Life Coaches** (BCLC) for your credential as a **Board Certified** member of our organization. The BCLC is affiliated with the nearly 50,000-member American Association of Christian Counselors and the 10,000-member International Christian Coaching Association (ICCA) and is currently open to all mental health professionals, pastors, chaplains, para-professionals, lay counselors, and ministry leaders who identify themselves as Christian coaches.

Our mission is to serve Christian coaches throughout the world in taking positive and tangible steps to further develop the emerging profession of Christian coaching. Our vision is to create and maintain a viable and comprehensive **Christian Care Network** as a resource for those who are hurting. The Christian Care Network consists of individuals who have been properly credentialed through the BCLC and are active members of the AACC.

The BCLC offers its members and the Christian counseling community the following benefits:

1. **National Credentials** – We will deliver a fair, appropriately-rigorous, biblically-based, and voluntary national credential in Christian coaching that utilizes a systematic and thorough evaluation process.
2. **Ethics** – We will continue to embrace and advance the AACC **Christian Coaching Code of Ethics** while promoting Christian coaching in a manner that not only maintains a high ethical standard of care, but also honors the sacred trust that God has given to each of us.
3. **Advocacy** – We will advocate both the profession and the ministry of Christian coaching to the Body of Christ, our sister professions, at the state and national level and within the communities where we live and work.

Four Credentials Available

Currently, the BCLC offers **four national credentials** in Christian Coaching, representing ascending levels of coaching education, training, and practice:

BCCLC – Board Certified Christian Life Coach

BCALC – Board Certified Advanced Christian Life Coach

BCMCLC – Board Certified Master Christian Life Coach

BCPCLC – Board Certified Professional Christian Life Coach

Please review the application carefully, as well as the specific requirements for each of the four available credentials. The BCLC's integrated matrix of core credentials provides a wonderful opportunity to join thousands of your colleagues as a collective voice on behalf of Christian coaching worldwide.

On behalf of the entire BCLC team, thank you for considering us and may God bless you in all your coaching work and related ministry.

In His Service Together,

Dwight Bain, M.A., NCC, LMHC, CFLM, BCPCLC
BCLC Executive Director

Christian Life Coach Credentialing

How to Become a Credentialed Christian Life Coach

The Board of Christian Life Coaches (BCLC) is affiliated with the 7,000-member International Christian Coaches Association and the nearly 50,000-member American Association of Christian Counselors. It is open to all individuals who identify themselves as Christian coaches. The mission of the BCLC is to serve life coaches throughout the world in taking positive and tangible steps to develop the emerging profession of Christian coaching. Their vision includes creating and maintaining a viable and comprehensive Christian Care Network as a resource for hurting people and those looking for support and direction.

Everyone who applies for a credential with the BCLC must specify the appropriate level of credentialing that he/she is seeking. Currently, the BCLC offers four national credentials in Christian Coaching: Board Certified Christian Life Coach (BCCLC), Board Certified Advanced Christian Life Coach (BCACL), Board Certified Master Christian Life Coach (BCMCLC), and Board Certified Professional Christian Life Coach (BCPCLC).

To learn more about credentialing opportunities, specific requirements, the benefits of credentialing, continuing education, or to download the actual Application Packet, please click the following link:

Becoming Part of the Christian Care Network (CCN)

One of the important benefits of becoming credentialed as a Life Coach is the opportunity to be listed on the AACC national referral listing known as the Christian Care Network (CCN). CCN is a broad network of counselors, life coaches, and crisis responders who offer care that is distinctively Christian and professionally excellent. Each member of the CCN has attested to being a current member in good standing with the AACC, and has been certified through one of the credentialing boards that operate under the International Board of Christian Care (IBCC). CCN members have had their applications for membership reviewed to validate these standards and for responses to items consistent with the AACC Doctrinal Statement and the appropriate credentialing board's established Code of Ethics.

As a Member of the CCN, you gain the following benefits:

- **Referral:** practice information listed on the AACC website and phone center, as well as other Christian coaching databases.
- **Support:** access to quality, research-based coaching, biblical, and practice information; discount rates on selected AACC/CCN sponsored continuing education events and resources.
- **Advocacy:** credible influence on professional, popular, and church culture through active participation at local, state, federal, and health care industry levels.

Individuals who have been properly credentialed through the Board of Christian Life Coaching, may create and/or update their practice profile and information by clicking on the following link: www.aacc.net/resources/find-a-counselor

Christian Life Coach Training

You can complete your Christian Life Coach training by taking a variety of courses offered at Light University and become **eligible to apply** for credentialing through the Board of Christian Life Coaching (BCLC). To enroll in courses at Light University Online, please click this link: (www.lightuonline.com)

24 hours of training is required to become eligible to apply for the **Board Certified Christian Life Coach** credential. You may fulfill this requirement by taking the following courses:

- Life Coaching 101
- Life Coaching 201

36 hours of training is required to become eligible to apply for the **Board Certified Advanced Christian Life Coach** credential. You may fulfill this requirement by taking the following courses:

- Life Coaching 101
- Life Coaching 201
- One (1) Elective from the list below

60 hours of training is required to become eligible to apply for the **Board Certified Master Christian Life Coach** credential. You may fulfill this requirement by taking the following courses:

- Life Coaching 101
- Life Coaching 201
- Three (3) Electives from the list below

*This is a grandfathering opportunity. Once additional Life Coaching courses are completed and available later this year, a Master Coach credential will require a concentrated sequence of study in at least **one** topical area.

200 hours of training is required to become eligible to apply for the **Board Certified Professional Christian Life Coach** credential. You may fulfill this requirement by taking the following courses:

- Life Coaching 101
- Life Coaching 201
- Fifteen (15) Electives from the list below and other training courses

*This is a grandfathering opportunity. Once additional Life Coaching courses are completed and available later this year, a Professional Coach credential will require a concentrated sequence of study in at least **two** different topical areas.

Current Electives Available:

- Leadership Coaching 12 hours
- Financial Coaching 12 hours
- Health & Wellness Coaching 12 hours
- Cancer Coaching 12 hours
- Marriage Coaching 12 hours
- Parent Coaching 12 hours
- Divorce Coaching 12 hours
- Stress Management Coaching 12 hours

Additional Electives – Projected for June 1, 2011

- Grief & Loss Coaching 12 hours
- Premarital Coaching 12 hours
- Women’s Coaching 12 hours
- Relationship Coaching 12 hours
- Spiritual Formation Coaching 12 hours

Additional Electives – Projected for August 1, 2011

- Advanced Life Coaching Skills & Techniques 12 hours
- Organizational Consulting & Coaching 12 hours

10 Benefits of Holding a BCLC Credential

1. National and International recognition for coaching practice and ministry excellence with ethical integrity.
2. Receive the handsome BCLC certificate noting membership affiliation and core BCLC credential – suitable for framing and public presentation.
3. Be able to use the BCLC credential designation and logo publically on business cards, letterheads, email, websites, and in all professional communications.
4. Receive a listing as a fully credentialed Christian coach in the AACC Resource Directory – available to the public through the AACC call center and the official AACC, BCLC, and Christian Care Network (CCN) websites.
5. Be a part of the AACC's and BCLC's growing effort to promote a high standard of excellence and ethics within the church, the Christian coaching community, media, universities, and national ministries.
6. Receive opportunities and benefits (*books, CD/DVD's, conferences, insurance, financial services, etc.*) as the BCLC contracts/partners with various groups.
7. Receive "**Members Only**" news and resources delivered monthly via electronic media and in print.
8. Be able to help develop and influence BCLC policies and initiatives.
9. Receive priority attention in legal-ethical consultation and advocacy.
10. Receive **special "Members Only" discounts** on selected regular AACC products, Continuing Education programs, professional development, training events, and Christian Coaching Alliance (CCA) or AACC conferences.

Our mission is to serve Christian coaches around the world and to create a viable and comprehensive network of Christian Coaching professionals as a resource for those who want to reach their maximum potential for God's glory.

2010 BCLC APPLICATION CHECKLIST

The Application Packet should have the following documents:

- Cover Letter (*retain for your own records*)
- BCLC Credential Benefits List (*retain for your own records*)
- BCLC Credential Cost/Dues List (*retain for your own records*)
- AACC Doctrinal Statement (*retain for your own records*)
- BCLC Definition of Christian Coaching (*retain for your own records*)
- AACC Christian Coaching Code of Ethics (*retain for your own records*)
- BCLC Continuing Education Guidelines (*retain for your own records*)
- BCLC Credential Descriptions and Requirements
- BCLC Applicant Attestation Form
- BCLC Application Form
- BCLC Applicant Agreement Form
- BCLC Reference Forms (Professional/Collegial, Personal, and Pastoral)
- BCLC Preferred Name and Credentials Title Form

Before returning the completed application packet, please be sure to include:

- Completed and signed BCLC Applicant Attestation Form
- Completed and signed BCLC Application Form
- Completed and signed BCLC Applicant Agreement Form
- Original copies of the 3 required Reference Forms (should be sealed & signed on the back flap)
- A copy of your current resume or vita
- All required, supportive, and/or explanatory documentation (e.g. copies of licenses, diplomas, ordination papers, certifications, record of contact hours, and so on.). Please **do not send** CDs, books, or other materials that are not required.
- Preferred Name and Credentials Title Form
- A valid check or money order for the required fee

Please make a photocopy of all completed forms and keep for your records.

Please send your completed application with this checklist and all required supporting documentation and enclosed forms to:

**BCLC
c/o Administrative Coordinator
P.O. Box 739
Forest, Virginia 24551**

AACC DOCTRINAL STATEMENT

Embraced by the BCLC in April, 2010

As an organization of dedicated counseling professionals, the AACC believes:

- ❖ In one God, creator and sustainer of all things, infinitely perfect and eternally co-existing in three persons – Father, Son, and Holy Spirit.
- ❖ The Scriptures, both the Old and New Testaments, are the inspired and trustworthy Word of God, the complete revelation of His will for the salvation of human beings, and the final authority for all matters about which it speaks.
- ❖ That human nature derives from two historical persons, male and female, created in God's image. They were created perfect, but they sinned, plunging themselves and all human beings into sin, guilt, suffering, and death.
- ❖ That the substitutionary death of Jesus Christ and His bodily resurrection provide the only grounds for justification, forgiveness, and salvation for all who believe, and only those who trust in Him alone are born of the Holy Spirit, true members of the Church, and will spend eternity with Christ.
- ❖ That the Holy Spirit is the agent of regeneration and renewal for believers in Christ, that He makes the presence of Jesus Christ real in believers, and that He comforts, guides, convicts, and enables believers to live in ways that honor Him.
- ❖ That ministry to persons also acknowledges the complexity of humans as physical, psychological, social, and spiritual beings. The ultimate goal of Christian counseling is to help others move to personal wholeness, interpersonal competence, mental stability, and spiritual maturity.

BCLC CREDENTIAL COST AND DUES

The Board of Christian Life Coaches is charged with becoming financially self-sufficient as well as keeping costs for credential holders as low as possible. The BCLC must therefore rely on credentialing fees to cover its operating, consulting, research, and advocacy/defense missions. Even so, the following fees are substantially less than comparable national certification groups. Annual fees for both BCLC and AACC membership are less than the cost of most other professional association fees without a national credential.

The Board of Christian Life Coaches represents Christian Coaches who have been properly credentialed through the BCLC and who are included as part of our organizational resource and directory lists of credentialed professionals to the general public. Our goal is to create a truly comprehensive network of Christian Coaches who integrate the entire continuum of coaching services in all areas of life; from professional practitioners to those individuals who provide coaching and to entire ministry or corporate teams.

Please Note: BCLC credential holders, who wish to be part of the American Association of Christian Counselors comprehensive Christian Care Network (CCN), ***must also be members***, in good standing, with the AACC.

<u>Coaching Credential</u>	<u>Initial Application Fee</u>
Board Certified Christian Life Coach (BCCLC)	\$200.00
Board Certified Advanced Christian Life Coach (BCACLC)	\$200.00
Board Certified Master Christian Life Coach (BCMCLC)	\$200.00
Board Certified Professional Christian Life Coach (BCPCLC)	\$200.00

Please Note: **\$50.00** of the application fee is ***non-refundable*** once the application packet has been received by the BCLC. This to cover administrative costs in the event an applicant is not awarded the credential he/she is applying for or when a request is made to stop the credentialing process and a refund is issued for the remainder.

Biennial Renewal Fee

Each BCLC credential must be renewed ***each year*** in order to remain in good standing.

The cost for this renewal process is **\$75.00**.

Cost to Upgrade to a Higher Credential – \$50.00

Cost for a Duplicate/Replacement Copy of Credential Certificate – \$25.00

BCLC CREDENTIAL DESCRIPTIONS, REQUIREMENTS, AND DEFINITIONS

Everyone who applies for a credential with the Board of Christian Life Coaches **must specify** the appropriate level of credentialing that he/she is seeking. Currently, the BCLC offers **four national credentials** in Christian Coaching, which are the **CCLC** (*Certified Christian Life Coach*), the **CACLC** (*Certified Advanced Christian Life Coach*), the **CMCLC** (*Certified Master Christian Life Coach*), and the highest level of credentialing, the **CPCLC** (*Certified Professional Christian Life Coach*). Individuals, who meet the requirements for any given credential, may also be eligible to receive more than one designation and can request consideration when submitting the application packet.

I (**please print**) _____

believe that I currently meet all the requirements for the following BCLC core credential as indicated by the box that has been checked below. Therefore, I am submitting my formal application for consideration by the BCLC Credentialing Committee, including all necessary and supportive documentation that is requested.

Definitions (used in the BCLC Application)

Continuing Education – This is an all encompassing term that applies to obtaining **contact hours** across a broad spectrum of post-secondary (*beyond high school*) learning activities and programs. Some examples include degree credit courses, non-degree career training, self-directed learning, experiential learning, seminars, workshops, conference presentations, and classroom lectures. The method and format of delivery may be face-to-face, distance/online learning, printed texts/workbooks, tele-seminar, webinar, online learning or the use of videotaped/CD/DVD material, etc.

Christian Coaching Credentials

CCLC – Certified Christian Life Coach

Basic Requirements:

- **Identify** and **practice** as a Christian Coach. This refers to independently practicing life coaches who incorporate biblical principles and coaching skills with appropriate theory, knowledge, and professional practice.
- Completion of a minimum of **24 educational hours/CEs** of specialized coach training related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and professional practice.
- Once the credential is awarded, maintain at least **6 CEs** related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and practice on an annual basis.

Additional Supportive Documentation Needed:

- Copy of any earned degree(s).
- Copy of current, valid, and professional license(s) or coaching certifications.
- Contact hour and educational documentation that demonstrates the education/training incorporated biblical principles and coaching skills with appropriate theory, knowledge, and practice.

☐ CACLC – Certified Advanced Christian Life Coach

Basic Requirements:

- **Identify** and **practice** as a Christian Coach. This refers to independently practicing life coaches who incorporate biblical principles and coaching skills with appropriate theory, knowledge, and professional practice and are involved in the practice of Christian Coaching.
- Completion of a minimum of **36 educational hours/CEs** of specialized coach training related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and professional practice.
- Once the credential is awarded, maintain at least **12 CEs** related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and practice on an annual basis.

Additional Supportive Documentation Needed:

- Copy of any earned degree(s).
- Copy of current, valid, and professional license(s) or coaching certifications.
- Contact hour and educational documentation that demonstrates the education/training incorporated biblical principles and coaching skills with appropriate theory, knowledge, and practice.

☐ CMCLC – Certified Master Christian Life Coach

Basic Requirements:

- **Identify** and **practice** as a Christian Coach. This refers to independently practicing life coaches who incorporate biblical principles and coaching skills with appropriate theory, knowledge, and who are involved in a significant professional practice of Christian Coaching.
- Completion of a minimum of **60 educational hours/CEs** of specialized coach training related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and professional practice.
- Be able to document **at least one year of experience** in coaching related activities with clients or in the training/equipping of others on coaching topics.
- Once the credential is awarded, maintain at least **12 CEs** related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and practice on an annual basis.

Additional Supportive Documentation Needed:

- Copy of any earned degree(s).
- Copy of current, valid, and professional license(s) or coaching certifications.
- Contact hour and educational documentation that demonstrates the education/training incorporated biblical principles and coaching skills with appropriate theory, knowledge, and practice.

CPCLC – Certified Professional Christian Life Coach

Basic Requirements:

- **Identify** and **practice** as a Christian Coach. This refers to independently practicing life coaches who incorporate biblical principles and coaching skills with appropriate theory, knowledge, and who are involved in a significant professional practice of Christian Coaching.

- Completion of a minimum of **200 educational hours/CEs** of specialized coach training related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and professional practice.
- Be able to document **at least two years of experience** in coaching related activities with clients or in the training/equipping of others on coaching topics.
- Once the credential is awarded, maintain at least **18 CEs** related to the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and practice on an annual basis.

Additional Supportive Documentation Needed:

- Copy of any earned degree(s).
- Copy of current, valid, and professional license(s) or coaching certifications.
- Contact hour and educational documentation that demonstrates the education/training incorporated biblical principles and coaching skills with appropriate theory, knowledge, and practice.

I affirm and attest that, to the best of my knowledge, I meet all the requirements listed in the above credential descriptions for the category that I have checked and hereby submit my formal Application to the BCLC for the same.

While every effort has been made to keep the application and review process objective, I understand that there is a subjective element to evaluating my Application. I acknowledge that if my Application is not accepted, I can appeal the decision to the BCLC Credential Committee.

I further agree that because I am voluntarily submitting this Application, if it is not approved, I will in no way hold the Board of Christian Life Coaches (BCLC), the Christian Coaching Alliance (CCA), the American Association of Christian Counselors (AACC), or any of their officers, board members, or employees liable for any such action.

Applicant Signature

Date

BCLC APPLICATION

Thank you for your interest in pursuing a Board of Christian Life Coaches credential. Please complete and **PRINT** all of the requested information in a legible manner or mark N/A if not applicable. Illegible and/or incomplete applications with missing information will be returned to the applicant. Please **fill in all sections**, even if you are attaching supportive documentation.

The BCLC will not disclose the confidential information given in this application without your express, written consent. Applicants who receive a core credential through the BCLC and elect to participate in the AACC's comprehensive Christian Care Network (CCN) understand that certain contact information (**only business related information, never personal**), along with other pertinent demographic information (*gender, age, ethnicity, years of experience, credentials, areas of specialization or certification and so on*), may be listed in resource directories in order to assist those seeking professional Christian Coaching in making appropriate and/or desired choices to achieve their goals.

Please allow 4-6 weeks for processing. Thank you.

I. Demographic Information

_____		_____		_____
Last Name		First Name		MI

Home Address				

_____	_____	_____	_____	_____
City	State	Zip		Country

Name of Practice/Organization/University/Church, <i>(if you currently work outside your home office)</i>				

Business Address				

_____	_____	_____	_____	_____
City	State	Zip		Country
_____		_____		
Work Phone		E-Mail Address		
_____		_____		
Fax		Secondary/Emergency Phone		
_____		_____		
Cell Phone (<i>optional</i>)		Home Phone (<i>optional</i>)		
_____		_____		
<input type="checkbox"/> Male	<input type="checkbox"/> Female	Age _____	Ethnicity _____	

Please describe the nature of your coaching practice/ministry setting (*e.g. sole proprietor, group practice, agency, hospital, treatment center, church, para-church, ministry organization, academic institution, corporate setting, etc.*).

II. Professional/Formal Education and Training

List the most recent academic programs first (*attach additional pages if necessary*). Please attach copies of each diploma or certification.

N/A or you do not have an earned degree from an institution of higher learning

<i>Academic Institution</i>	<i>Year</i>	<i>Degree</i>	<i>Area of Study</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Coaching Specific Education

Please list and describe your educational/training experiences demonstrating that you have met the minimal contact hour/educational requirement for the credential you are applying for (**either 24, 36, 60, or 200 hours**) regarding the incorporation of biblical principles and coaching skills with appropriate theory, knowledge, and practice (*attach additional pages if necessary*). Please also attach copies of all supporting documentation (*i.e. continuing education certificates, certificates of completion, transcripts, etc.*).

<i>Year</i>	<i>Academic Institution/Training Program</i>	<i>Area of Study</i>	<i>Completed Hours</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IV. Professional Coaching Certification/Credentialing

Please list your professional coaching certifications/credentials and/or certification/credentialing status. Identify the institution or regulatory board that issued your coaching certification/credential. Please attach a copy of each certification/credential (*if applicable, show the expiration date*).

N/A (*I do not have a professional coaching certification/credential*)

<i>Coach Certification Type</i>	<i>Date Issued</i>	<i>Exp. Date</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

V. Mental Health License and/or Certification

Please list your professional mental health license and/or certification status. Identify the licensing or regulatory board that issued the professional license and/or certification. Please attach a copy of each license and/or certification showing the expiration date.

N/A (I do not have a professional mental health counseling license or certification)

<i>License Type</i>	<i>State of Issue</i>	<i>Date Issued</i>	<i>Exp. Date</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VI. Ordination and/or Religious License

Please list your ordination and/or religious license status. Identify the issuing entity. Please attach a copy of each ordination certificate and/or religious license.

N/A (I am not ordained and/or do not have a religious license)

<i>Ordination/Religious License</i>	<i>Issuing Entity</i>	<i>State of Issue</i>	<i>Date Issued</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VII. Professional Memberships

Please list the professional and/or ministerial associations of which you are a current member in good standing (attach additional pages if necessary). Please attach a copy of each membership certificate.

N/A (I am not a member of any other professional and/or ministerial associations)

<i>Name of Association/Organization</i>	<i>Status/Classification</i>	<i>Date Joined</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VII. Special Awards, Honors, and Other Accomplishments

Please list any additional professional and/or ministerial acknowledgements and accomplishments.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____

VIII. Professional Liability Information

Please provide information regarding your professional and/or ministerial liability/malpractice insurance. Please attach a copy of your current policy face sheet. *(Note, many professional life coaches do not carry malpractice/liability insurance, however other professionals do. Include malpractice/liability information if you carry this type of policy. If not please disregard or check N/A).*

N/A *(my coaching work is in a setting that does not requires me to have liability/malpractice insurance.)*

Carrier _____ Policy # _____

Address _____ Phone # _____

Effective Date _____ Expiration Date _____

Coverage Per Incident/Occurrence _____ Per Aggregate _____

Name of Policy Holder _____

IX. Employment History

Please list your current employment as well as previous work history, even if it is not coaching related (**do not put down "see vitae" or "see resume"**). List the most recent first. *(Overlapping of dates for part-time or project work is acceptable).*

1. _____	_____	_____
Dates	Employer/Organization	Title/Role
_____	_____	_____
	Address	City/State/Zip

2.	_____	_____	_____
	<i>Dates</i>	<i>Employer/Organization</i>	<i>Title/Role</i>
	_____	_____	_____
		<i>Address</i>	<i>City/State/Zip</i>
3.	_____	_____	_____
	<i>Dates</i>	<i>Employer/Organization</i>	<i>Title/Role</i>
	_____	_____	_____
		<i>Address</i>	<i>City/State/Zip</i>
4.	_____	_____	_____
	<i>Dates</i>	<i>Employer/Organization</i>	<i>Title/Role</i>
	_____	_____	_____
		<i>Address</i>	<i>City/State/Zip</i>
5.	_____	_____	_____
	<i>Dates</i>	<i>Employer/Organization</i>	<i>Title/Role</i>
	_____	_____	_____
		<i>Address</i>	<i>City/State/Zip</i>
6.	_____	_____	_____
	<i>Dates</i>	<i>Employer/Organization</i>	<i>Title/Role</i>
	_____	_____	_____
		<i>Address</i>	<i>City/State/Zip</i>
7.	_____	_____	_____
	<i>Dates</i>	<i>Employer/Organization</i>	<i>Title/Role</i>
	_____	_____	_____
		<i>Address</i>	<i>City/State/Zip</i>

X. Coaching Practice Information

Please take the time to answer each question thoroughly and to the best of your ability. This will help clarify the nature of your coaching services.

A. Describe your orientation to coaching (*i.e., results driven, executive, pragmatic, biblical, etc.*). If you put eclectic, state what primary model of coaching you utilize. What are the primary techniques you use? Which assessment tools are part of your coaching practice?

B. How do you integrate spiritual content and biblical principles into the coaching process? Please be thorough in your description.

C. What format do you use to connect with clients of your coaching practice? (*check all that apply*)

- Face-to-Face Telephone Webcam/Webex E-Mail Skype/OoVoo
 Other (*please describe*) _____

D. Do you charge a fee for your coaching services? Yes No

If Yes, what is your fee range? _____

E. Do you provide any pro-bono coaching services? Yes No

If Yes, what is the nature of your work in this area? _____

F. Do you offer after hours or weekend appointments? Yes No

G. Do you provide church/community workshops and seminars? Yes No

If Yes, what topics/subject areas do you speak or teach on? _____

H. Do you train others in life coaching? Yes No

If Yes, what specific areas of expertise do you have? _____

I. Do you provide coaching services in languages other than English (*including sign language*)?

Yes No If Yes, please list _____

J. Number of years of professional coaching experience? _____

K. Total number of years of professional work experience? _____

L. Average number of clients seen per week? _____

M. Populations Served (***please check all that apply***):

Children Adolescents College Age Adults Geriatric

N. Areas of coaching expertise (*based on appropriate education, training, supervision, or personal life experience*). ***Please check any of the coaching categories that apply to you***

- | | | |
|---|--|---|
| <input type="checkbox"/> ADHD | <input type="checkbox"/> Adoption | <input type="checkbox"/> Bankruptcy |
| <input type="checkbox"/> Business | <input type="checkbox"/> Career | <input type="checkbox"/> Caregiver |
| <input type="checkbox"/> Change | <input type="checkbox"/> College | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Compassion | <input type="checkbox"/> Conflict Resolution | <input type="checkbox"/> Crisis |
| <input type="checkbox"/> Custody | <input type="checkbox"/> Decisions | <input type="checkbox"/> Dementia/Alzheimer's |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> Divorce Recovery | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Executive | <input type="checkbox"/> Financial Issues | <input type="checkbox"/> Goal Setting |
| <input type="checkbox"/> Health/Wellness | <input type="checkbox"/> Infertility | <input type="checkbox"/> Insecurity |
| <input type="checkbox"/> Leadership | <input type="checkbox"/> Learning Disabilities | <input type="checkbox"/> Marital Conflict |
| <input type="checkbox"/> Mediation | <input type="checkbox"/> Men's Issues | <input type="checkbox"/> Mission/Ministry |
| <input type="checkbox"/> Obsessive/Compulsive | <input type="checkbox"/> Organization | <input type="checkbox"/> Occult/Cults |
| <input type="checkbox"/> Parenting | <input type="checkbox"/> Professional | <input type="checkbox"/> Phobias |
| <input type="checkbox"/> Physical Abuse | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Pre-Marital |
| <input type="checkbox"/> Relationship | <input type="checkbox"/> Retirement | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Singles | <input type="checkbox"/> Spiritual | <input type="checkbox"/> Success |
| <input type="checkbox"/> Stress and Burnout | <input type="checkbox"/> Time Management | <input type="checkbox"/> Weight Loss |

Women's Issues Other (please specify) _____

O. Do you practice any of the following modalities with your clients? If Yes, please describe how you incorporate these techniques into the overall coaching process.

Hypnosis N/A Yes

Bio-Feedback N/A Yes

Meditation/ Yoga/ Pilates N/A Yes

Visualization N/A Yes

Theophostic Prayer N/A Yes

XI. Spiritual Orientation and Practice

Please define/describe your beliefs and feelings on the following questions. Attach more pages if necessary to fully explain your beliefs.

A. Who is Jesus Christ?

B. How does a person become a Christian?

C. Describe your beliefs about the Bible.

D. Describe your beliefs about the Holy Spirit.

E. Briefly describe your personal testimony, your spiritual journey, and current walk with Christ.

F. Denominational Affiliation _____

G. Church membership or place of attendance _____

H. What role do you believe the local church has in the coaching process? _____

I. How do you incorporate the spiritual practices and disciplines in your coaching activities (e.g. prayer, Scripture reading, fasting, meditation, worship, solitude, etc.)?

J. What ethical issues, if any, do you believe are of particular importance or significance in the use of spiritual practices in coaching?

I affirm and attest by my signature below that I have answered all the questions in this application truthfully and with full disclosure and have attached all requested supporting documentation.

Applicant Signature

Date

BCLC APPLICANT ATTESTATION

The following statements require both **your attestation** (*affirming each one to be true to the best of your knowledge*) and **your signature** in order to process the Application. Please be sure to respond to each and every section that directly pertains to you and your professional and or ministerial work as a coach.

SECTION A: Christian Personal Testimony

The foundation to all work and identity as a Christian coach is a living, vibrant, and personal relationship with Jesus Christ. Please respond to the following items by checking the appropriate box:

1. I have read the **AACC Doctrinal Statement** and hereby attest that I am in full agreement with its tenets.

Yes No Unsure (*please explain*) _____

2. I attest that I am a true believer in Jesus Christ; that I have accepted His atoning work of salvation on the cross for the forgiveness of my sins; that I have personally accepted Him as my Savior and Lord; and that as a result of my confession, I have been born again by His Holy Spirit to a new life in Christ.

Yes No Unsure (*please explain*) _____

SECTION B: Christian Coaching Testimony

The practice of Christian Coaching incorporates Scriptural truths, biblical-spiritual practices and guidance, and a Christian value system into one's professional/ministerial practice as a coach, theoretical orientation, and professional life. The Board of Christian Life Coaches is dedicated to credentialing competent Christian coaches, not simply coaches who happen to be Christian but do not incorporate their faith into practice. Please respond to the following items by checking the appropriate box:

1. I have read the **BCLC 21st-Century Christian Coaching Statement** and attest that I am in substantial agreement with the document and its tenets as a baseline definition of Christian Coaching.

Yes **No** **Unsure** (please explain) _____

2. I attest that the **BCLC 21-Century Christian Coaching Statement** largely coincides with my practice standards as a Christian coach, both in terms of the professional/ministerial aspects of my discipline and the spiritual dimensions of my faith.

Yes **No** **Unsure** (please explain) _____

3. I attest that I actively and consistently – with client consent wherever and whenever it is appropriate – **incorporate explicit Christian practices** (e.g. prayer, Bible references, Christian service, encouragement in the spiritual disciplines, meditation, etc.) into my Coaching/ministerial practice and/or environment.

Yes **No** **Unsure** (please explain) _____

4. I attest that I have already obtained (prior to the submission of this application to the BCLC) the required number of educational/training hours that incorporates biblical principles and Coaching skills with clinical theory, knowledge, and practice for the credential I am seeking:

- 24 contact hours to achieve the **Certified Christian Life Coach** credential
- 36 contact hours to achieve the **Certified Advanced Christian Life Coach** credential
- 60 contact hours to achieve the **Certified Master Christian Life Coach** credential
- 200 contact hours to achieve the **Certified Professional Christian Life Coach** credential *

* (the highest certification available for Christian Coaches).

Yes **No** **Unsure** (please explain) _____

If you have not completed your educational/training hours through AACC approved activities or programs, do you have a record of other training you have received from groups like the International Coaching Federation (ICF) or evidence showing a record of publications and/or presentations you have done that you would like the BCLC Credentials Committee to evaluate as a substitution for this requirement?

Yes **No** **N/A** (If Yes, please attach the appropriate documentation.)

SECTION C: Ethical Integrity

Each applicant must demonstrate and maintain ethical integrity in all Coaching, ministerial, and professionally related activities. Please note that a yes answer to any of the following questions will not necessarily disqualify you for the credential. If the case has been properly remedied and/or disposed of, and you are under no current ethical complaint or investigation, then the application process can proceed.

1. Have you ever been sued and lost (*a civil malpractice action*), or been criminally indicted for any actions related to your professional and/or ministerial practice?

Yes **No** If Yes, please explain briefly here and then **attach a separate paper** (*no more than 2 pages*) to describe in detail the case and its disposition.

2. Have you ever had any professional or ministerial license revoked or suspended or had any sanctions attached to it for any actions related to your professional and/or ministerial practice? (**Note: in most cases, this question would apply for applicants who have a background as a pastor or mental health counselor.**)

Yes **No** **N/A** If Yes, please explain briefly here and then **attach a separate paper** (*no more than 2 pages*) to describe in detail the case and its disposition.

3. Have you ever had your membership with any professional association suspended or sanctioned in any manner for any actions related to your professional and/or ministerial practice?

Yes **No** **N/A** If Yes, please explain briefly here and then **attach a separate paper** (no more than 2 pages) to describe in detail the case and its disposition.

4. Short of formal legal-ethical action, has a client or colleague ever complained about you and/or your professional work with them to the extent that your practice has been suspended or more closely monitored by your employing agency, practice/ministerial supervisor, governing/oversight board, or any other regulatory agency, etc.?

Yes **No** If Yes, please explain briefly here and then **attach a separate paper** (no more than 2 pages) to describe in detail the case and its disposition.

5. Has a complaint of any kind ever been lodged against you regarding your professional and/or ministerial practice, even though no formal legal, ethical, or organizational action resulted from such complaint?

Yes **No** If Yes, please explain briefly here and then **attach a separate paper** (no more than 2 pages) to describe in detail the case and its disposition.

6. Have you ever been charged with or convicted of any misdemeanor or felony other than minor moving violations in a vehicle?

Yes **No** If Yes, please explain briefly here and then **attach a separate paper** (no more than 2 pages) to describe in detail the case and its disposition.

7. I attest and affirm that I have read the **BCLC Christian Coaching Code of Ethics** and that I will promise, to the best of my abilities, to fully adhere to and advance the tenets of this document.

Yes **No** **Unsure** (please explain) _____

8. I understand and consent that should I violate nationally recognized ethical standards, including the AACC Christian Coaching Code of Ethics, I may be subject to disciplinary action, up to the loss of my status as a BCLC credential holder.

Yes **No** **Unsure** (please explain) _____

SECTION D: Professional/Ministerial Practice Status

Applicants must have accomplished their coach training and/or certifications from organizations recognized by the BCLC as meeting internationally accepted standards that demonstrate a thorough and rigorous evaluation of a person's education, training, and qualifications as a professional coach.

1. Do you hold a nationally recognized certification by a Coaching, pastoral, or other ministry related endorsing entity?

Yes **No** **N/A** If Yes, please send a copy of your certification(s).

2. Do you hold a nationally recognized ordination or religious license by an appropriate endorsing entity?

Yes **No** **N/A** If Yes, please attach a copy of your ordination and/or license(s).

3. Do you desire and consent to become part of the AACC's comprehensive Christian Care Network (CCN) of Christian Coaching professionals and be listed in its various resource directories (*both in print and electronically*)? This opportunity is available to all BCLC credential holders who are also current members of AACC.

Yes **No** **Unsure** (*please explain*) _____

Please Print Your Name Clearly

I affirm and attest by my signature below that I have answered all the questions in this Attestation truthfully and with full disclosure and have attached all requested supporting documentation.

Applicant Signature

Date

BCLC Applicant Agreement

- A. CERTIFICATION.** I (*please print*) _____ certify that all of the information in this entire application packet is true and complete. I understand that I have the burden of producing all the information necessary for the Board of Christian Life Coaches (BCLC) to fairly and fully evaluate my qualifications, background, ethics, and character in order to be considered for one of the BCLC credentials. I understand and agree to inform the BCLC as quickly as possible of any changes in this information. I agree that any misstatement or omission from this application may be cause for denial of appointment or reappointment to the credential. I further agree that any subsequent adverse information about me or my practice and/or a violation of the **BCLC Christian Coaching Code of Ethics** may be cause for disciplinary action – including the possibility of permanent expulsion from holding the credential – and that such action may be publically communicated in any form or forum the BCLC chooses to disclose such information.
- B. AUTHORIZATION.** I hereby authorize and give my consent to the BCLC to contact and, without restriction, discuss any issues pertaining to my character and qualifications with current and former supervisors, administrators, pastors, and/or other colleagues with whom I have worked. I authorize the BCLC to contact any state licensure boards, other professional and ministerial associations, and malpractice insurance carriers to obtain whatever information it deems necessary to properly evaluate this application. I hereby consent to the release of all information, records, and documents, by whatever means the BCLC chooses to collect this data, and to assist them in the good-faith evaluation of my application. If a question arises in the future about my character and qualifications to the credential, I agree to assist the BCLC in its efforts to resolve any questions it may have about me. I further agree and consent to allow a copy of this agreement to be sent to anyone whom the BCLC deems necessary to assist them in resolving any and all questions about my worthiness to achieve and hold a BCLC credential.
- C. INDEMNIFICATION.** I release from any and all liability the BCLC, the AACC, the AACC Foundation, and any individual officers, directors, employees, or agents of these organizations for any and all acts done in good faith and without malice or intent to harm in connection with the evaluation of my application for a BCLC credential. I further release from any and all liability, any persons or organizations that release information regarding this application to the BCLC, and agree to hold harmless anyone who may make a negative or adverse judgment about my character or qualifications in the evaluation of this application.
- D. DISPUTE RESOLUTION.** If a dispute arises between me and the BCLC regarding this application or any future matter, I agree to engage in dispute resolution that (1) first attempts direct negotiation; (2) then attempts mediation with a mediator acceptable to both parties; (3) then uses arbitration and binding arbitration to resolve the matter. The parties agree to abide by the Christian mediation rules of the Christian Conciliation Service (at www.hispeace.org) and the administrative rules and procedures of the American Arbitration Association for binding arbitration. The chosen rule of law and forum state shall be the Commonwealth of Virginia.
- E. CREDENTIAL RESOLUTION.** I resolve to support the mission and goals of the BCLC and I further agree to abide by and fully adhere to the **BCLC Doctrinal Statement**, the **BCLC Christian Coaching Code of Ethics**, and the **BCLC Statement on Professional Christian Coaching**. I have not hidden, nor have I omitted any necessary information to honestly qualify for this credential. If I qualify, I will hold my BCLC credential in the highest regard, honor the calling of God in Christian coaching, and maintain both excellence and an ethical stance as a servant-leader in this field. Furthermore, I will strive to avoid all stain of bad reputation and ill-repute upon the name of Christ, the cause of Christian coaching, and the good purposes of the BCLC.

I, the undersigned, have read, discussed as needed, and fully understand this **Agreement**. I understand that by signing this **Agreement**, I do hereby agree with all consent and authorization statements that are described herein.

Applicant's Signature

Date

BCLC PASTORAL REFERENCE

Name of Applicant (please print clearly): _____

The above named applicant is applying for credentialing by the Board of Christian Life Coaches (BCLC). The BCLC is a network of Christian coaches who are capable and experienced, with a strong and authentic Christian foundation to their coaching and/or ministerial service. The purpose of the BCLC is to help identify Christian coaches who provide the highest quality of care to those they serve. As a **Pastoral Reference**, we are asking you to provide us your assessment of this applicant's qualifications.

Name of Reference: _____

Ministerial Title: _____

Organization/Church (if applicable): _____

Address: _____
(Street) (City) (State) (Zip)

Phone: Work: () _____ Home: () _____ Cell: () _____

Email: _____

How long and in what capacity have you known the applicant? _____ years _____ months

Please rate the applicant on the following characteristics using the descriptions provided below.

Please check only one box for each characteristic.

	Exceptional	Above Average	Average	Below Average	Unsure
1. Demonstrates a positive and authentic relationship with Jesus Christ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reflects a commitment to ongoing growth in his/her personal and spiritual life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Actively involved in a local church, congregation, or faith community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal effectiveness in life is congruent with offering care to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Willingness to address his/her own mistakes and accept accountability to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has reputation for being of person of ethical integrity, moral character, and spiritual maturity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates the ability to effectively guide and direct others when in a position of leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has effective relational/"people" skills and is able to set appropriate boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend certification by the BCLC (check one): _____ Highly _____ Moderately _____ With Reservation

Signature: _____ **Date:** _____

If you would like to add any additional comments, feel free write on the back of this page or attach a separate letter. Please put the completed reference form (*and other comments*) in a **sealed envelope** with your **signature across the back flap** and return to the applicant. Thank you for your participation.

BCLC PROFESSIONAL REFERENCE

Name of Applicant (please print clearly): _____

The above named applicant is applying for credentialing by the Board of Christian Life Coaches (BCLC). The BCLC is a network of Christian coaches who are capable and experienced, with a strong and authentic Christian foundation to their coaching and/or ministerial service. The purpose of the BCLC is to help identify Christian coaches who provide the highest quality of care to those they serve. As a **Professional Reference**, we are asking you to provide us your assessment of this applicant's qualifications.

Name of Reference: _____

Professional/Ministerial Title: _____

Organization/Church (if applicable): _____

Address: _____
(Street) (City) (State) (Zip)

Phone: Work: () _____ Home: () _____ Cell: () _____

Email: _____

How long and in what capacity have you known the applicant? _____ years _____ months

Please rate the applicant on the following characteristics using the descriptions provided below.
 Please check only one box for each characteristic.

	Exceptional	Above Average	Average	Below Average	Unsure
1. Demonstrates a positive and authentic relationship with Jesus Christ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reflects a commitment to ongoing growth in his/her personal and spiritual life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ability to understand and conceptualize client issues, including those related to spirituality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Appropriately integrates Christian faith and coaching principles in an effective manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ability to establish and maintain healthy coaching relationships with appropriate boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrates empathy in coaching others, mature judgment, emotional stability, and spiritual maturity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates effective communication, organizational, and coaching planning skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Consistently follows established professional and ethical standards of practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend certification by the BCLC (check one): _____ Highly _____ Moderately _____ With Reservation

Signature: _____ **Date:** _____

If you would like to add any additional comments, feel free write on the back of this page or attach a separate letter. Please put the completed reference form (and other comments) in a **sealed envelope** with your **signature across the back flap** and return to the applicant. Thank you for your participation.

BCLC PERSONAL REFERENCE

Name of Applicant (please print clearly): _____

The above named applicant is applying for credentialing by the Board of Christian Life Coaches (BCLC). The BCLC is a network of Christian coaches who are capable and experienced, with a strong and authentic Christian foundation to their coaching and/or ministerial service. The purpose of the BCLC is to help identify Christian coaches who provide the highest quality of care to those they serve. As a **Personal Reference**, we are asking you to provide us your assessment of this applicant's qualifications.

Name of Reference: _____

Ministerial Title: _____

Organization/Church (if applicable): _____

Address: _____
(Street) (City) (State) (Zip)

Phone: Work: () _____ Home: () _____ Cell: () _____

Email: _____

How long and in what capacity have you known the applicant? _____ years _____ months

Please rate the applicant on the following characteristics using the descriptions provided below.

Please check only one box for each characteristic.

	Exceptional	Above Average	Average	Below Average	Unsure
1. Demonstrates a positive and authentic relationship with Jesus Christ.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Reflects a commitment to ongoing growth in his/her personal and spiritual life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Actively involved in a local church, congregation, or faith community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personal effectiveness in life is congruent with offering care to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Willingness to address his/her own mistakes and accept accountability to others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has reputation for being of person of ethical integrity, moral character, and spiritual maturity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrates the ability to effectively guide and direct others when in a position of leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has effective relational/"people" skills and is able to set appropriate boundaries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend certification by the BCLC (check one): _____ Highly _____ Moderately _____ With Reservation

Signature: _____ **Date:** _____

If you would like to add any additional comments, feel free write on the back of this page or attach a separate letter. Please put the completed reference form (*and other comments*) in a **sealed envelope** with your **signature across the back flap** and return to the applicant. Thank you for your participation.

BCLC PREFERRED NAME AND CREDENTIALS TITLE

On the line below, clearly **print** your name with the letters and proper punctuation **exactly as you want it to appear** on your Board of Christian Life Coaches Credential Certificate. Once a certificate is issued, reprint requests or extra copies will incur additional charges. For reprint requests, please include the original certificate with any changes noted directly on the document.

Use periods to designate degrees, but do not use them for denoting licenses, certifications, and other qualifications you might use. Please **do not use more than three sets of letters** after your name (*as shown by the examples below*) to designate your BCLC credential. List **only** those degrees (*from regionally accredited institutions of higher learning or those meeting the “substantially equivalent accreditation” standard*) and credentials that have already been earned/received, **not those you anticipate earning** or **honorary degrees**. This **does not include** the BCLC credential that you are applying for. Academic degrees are listed first (*usually only one from any particular discipline*), followed by licenses and other certifications.

Sample listings: *Timothy E. Clinton, Ed.D., LPC, LMFT*
 Eric T. Scalise, Ph.D., LPC, LMFT
 Dwight Bain, M.A., NCC, LMHC, CFLM

Please print your name clearly on the line above

I affirm and attest that the name and credentials given on the line above are printed exactly as I desire for them to appear on my BCLC Credential Certificate and reflect a true and accurate portrayal of my valid professional education, training, licensure, and/or certification.

Applicant Signature

Date

BCLC CONTINUING EDUCATION GUIDELINES

All Board of Christian Life Coaches (BCLC) credential holders are required to obtain Continuing Education hours on an **annual basis** according to their particular level of credentialing and these hours **must incorporate** biblical principles and coaching skills with appropriate theory, knowledge, and practice.

Continuing Education is defined as follows: This is an all encompassing term that applies to obtaining **contact hours** across a broad spectrum of post-secondary (*beyond high school*) learning activities and programs. Some examples include degree credit courses, non-degree career training, self-directed learning, experiential learning, seminars, workshops, conference presentations, and classroom lectures. The method and format of delivery may be face-to-face, distance/online learning, printed texts/workbooks, the use of videotaped/CD/DVD material, tele-seminar, webinar, etc.

BCLC approved Continuing Education and competency activities can occur in **the following two categories**:

***** Note: No more than 50% of required CE hours may come from Category #2**

Category #1: Continuing Education Activities that you ENGAGE in as a RECIPIENT.

- Formally organized learning (*college/university courses, workshops, seminars, professional or ministerial conferences, presentations, home study, etc.*). The delivery of content may be either face-to-face or electronic (*e.g. CD, DVD, computer, tele-seminar, webinar, online web-based learning, etc.*).
- Training experiences at churches or other Christian organizations that resulted in a certificate of completion or other verifiable documentation of participation.
- Publications (*e.g. journals, magazines, etc.*) that have a CE component and a process that provides verification of completion.

Category #2: Continuing Education activities that you PROVIDE as a FACILITATOR.

- Facilitating, training, or presenting at an organized conference/seminar/class that **incorporates** biblical principles and Coaching skills with appropriate theory, knowledge, and practice. The same presentation may only be used once in a renewal period.
- Teaching a college-level (*post-secondary*) class that **incorporates** biblical principles and Coaching skills with appropriate theory, knowledge, and practice. The same course may only be used once in a renewal period.
- Producing new training materials and/or curriculum that **incorporate** biblical principles and Coaching skills with appropriate theory, knowledge, and practice.
- Publishing (*a book, book chapter, journal/magazine article, etc.*).

Acceptable forms of documentation for Continuing Education activities:

- Certificates of Completion
- CE letters or other forms documenting participation
- Official transcripts and/or diplomas
- Reprints of published articles, book chapters, training materials, etc.
- Proof of presentations that were given and/or courses that were taught
- Formal letters from supervisors and/or consultants