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*Christbasedconsultants.Org , Christbasedcounseling.org CollegePlex.org M2Maturity.org  
EcbAcademy.org, A3CEESaffirmed.org*

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To Credentials Candidates:

Effective 2/2012 we'll be offering live instruction. The credentials requirements are completed in two successive weekends. Credentials applicants need the following to participate in live on-line instruction:

1. High Speed: The applicant must have high speed internet.
2. Class Ability: The applicant must have the ability to use a link to enter the on-line class. Applicants will be assisted before the scheduled session to help applicants become familiar with the on-line class.
3. Timeliness: Participants must be on time. Based on the instructor's time, applicants must be no more than 5 minutes late.
4. Make-up: Classes must be made up where a tardy or absence occurs.
5. Schedule Changes: Session times and dates are subject to change. Registered applicants will be provided an opportunity to reschedule.
6. Self-study Transfers: Persons who started on self-study, but desire to complete through live instruction must complete all of the sessions. A \$20.00 registration fee required for persons who applied before 12/2011.
7. Live-Class Transfers: Persons who started on live-study can complete any or all parts of the requirements through self-study.
8. Self-study Requirement: If for any reason a candidate is not able to complete credentialing through live instruction, the candidate must complete the requirements through self-study.
9. Council Review: All candidates completing through self-study, or live instruction must complete the final council review as usual. This is not a pass-fail experience. This is a review to ensure that critical requirements are understood.
10. The National Association of Certified Christ-based Counselors reserves the right to change, adjust, or remove any or all requirements stated in this policy. Nothing here shall be interpreted as guarantees

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or assurances of ministry positions, or opportunities. The Lord will provide opportunities according to His will for each candidate.

#### ON LINE CLASS INSTRUCTIONS:

1. The typical credentials schedule will include two successive Friday-Saturday classes. As an example, the candidate will begin Friday evening for 2 hours, and Saturday for 5 hours. This same pattern is repeated the second week to complete the class requirement.
2. Arrive 10 minutes before start time.
3. Click on the link that you are sent via email.
4. Follow the on-line instructions to enter the room.
5. Call the provided phone number, and use the passcode.

You will observe the presentations, and converse via phone conference.

In Christ,

/Deborah Green/

Deborah Green, Associate Director for Credentialing  
NACCBC/A3CEES

/Steven B. DavidSon/

Dr. Steven B. DavidSon  
Chief Ministry Officer and Senior Pastoral Leader  
A3CEES

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