Certified Biblical Counselor
Candidate Completion Checklist

Before You Apply

☐ I have carefully reviewed the Certified Biblical Counselor Program requirements.

☐ I understand that certification is intended for those who desire to provide biblical counseling in a formal ministry, church, parachurch, or counseling setting.

☐ I am actively involved in a local Christian fellowship.

☐ I am under the care and oversight of church leadership.

☐ I am willing to receive supervision, mentoring, evaluation, and feedback throughout the credentialing process.

☐ I am willing to complete supervised counseling hours.

☐ I am willing to affirm the TILBC doctrinal, ethical, and position statements required for certification.

☐ I have reviewed the financial costs associated with certification.

☐ I understand that certification requires both academic preparation and demonstrated counseling competency.

Personal & Ministry Qualifications

☐ I am actively involved in a local Christian fellowship.

☐ I am known, serving, and receiving ongoing spiritual care within my church.

☐ My church's statement of faith does not significantly conflict with the TILBC Statement of Faith.

☐ I understand the expectations and purpose of TILBC Certification.

Education Requirements

Level I Certification

☐ Completed TILBC Level I training (or approved equivalent).

Level II Certification

☐ Completed both TILBC Level I and Level II training (or approved equivalent).

☐ Submitted any previous training, education, certifications, or ministry experience for evaluation (if applicable).

Written Examinations

☐ Downloaded the Certification Theological Examination.

☐ Downloaded the Biblical Counseling Examination.

☐ Reviewed all exam formatting and submission instructions.

☐ Completed the Theological Examination.

☐ Passed the Theological Examination.

☐ Completed the Biblical Counseling Examination.

☐ Passed the Biblical Counseling Examination.

☐ Completed required examinations within three (3) years of finishing coursework.

Credentialing Mentor Process

☐ Assigned a Credentialing Mentor.

☐ Shared examination documents with my Credentialing Mentor.

☐ Worked through any required revisions or corrections.

☐ Received approval from Primary Reviewer (Credentialing Mentor).

☐ Received approval from Second Reviewer.

☐ Received formal recommendation for certification from my Credentialing Mentor.

Supervised Counseling Practicum

☐ Assigned a TILBC Certification Mentor for supervision.

☐ Completed at least 50 hours of supervised counseling.

☐ Submitted all required practicum documentation.

☐ Received mentor recommendation for certification.

Application & Administrative Requirements

☐ Completed certification application.

☐ Completed registration forms.

☐ Submitted all required documentation.

☐ Passed background check.

☐ Completed Child Safety Training.

☐ Paid all required fees.

Required Affirmations

☐ Read and affirmed the TILBC Code of Ethics.

☐ Read and affirmed the TILBC Statement on Marriage, Human Sexuality, and Gender.

☐ Read and affirmed the TILBC Statement on EMDR.

☐ Read and affirmed any additional required doctrinal or ministry statements.

References & Endorsements

☐ Submitted three (3) character references.

☐ Received recommendation from my Certification Mentor.

☐ Received endorsement from church leadership (pastor or elder).

Credentialing Interview & Approval

☐ Completed Credentialing Panel Interview.

☐ Approved by the TILBC Credentialing Panel.

☐ Received final approval from the TILBC Board.

Final Certification Review

Before Certification, confirm:

☐ Education requirements completed.

☐ Both written examinations passed.

☐ 50 supervised counseling hours completed.

☐ Background check completed.

☐ Child Safety Training completed.

☐ References submitted.

☐ Church endorsement received.

☐ Mentor recommendation received.

☐ Credentialing interview completed.

☐ Board approval granted.

☐ All fees paid.

Date Tracking

Level I Completed: _____

Level II Completed: _____

Theological Exam Passed: _____

Biblical Counseling Exam Passed: _____

50 Supervised Hours Completed: _____

Application Submitted: _____

Panel Interview Completed: _____

Board Approval Received: _____

Certification Date: _____