

Biblical Counseling Institute *Current Terms and Policies*

Host Church responsibilities:

The host church should provide for BCI the following:

- A registration table and person to take walk-in registrations and hand out the materials we provide.
- A complete list of those who attended, which includes the attendee's address and phone number. We suggest you use the accompanying roster sheet.
- Host secretary will call BCI **with registration total NLT one week before** the course is offered.
- Six 8' tables near or in the training room, for the display of additional resources; books, CD's, tapes, etc.
- A reliable person, or couple, to process credit card orders during the breaks.
- Juice or water for the instructor.
- Lapel mic is preferred, when one is needed.
- Since BCI uses PowerPoint, a screen or clear wall is needed. Also, a stand to hold the laptop and projector. (An extension cord may be needed.)
- Assistance unloading and transporting materials upon arrival and departure is greatly appreciated!
- When the instructor spends the evening, due to traveling distance, the host church will provide a local home to stay in, or an adequate hotel/motel room.
- Travel expenses (car mileage, plane fare) and meals to and from seminar location.

Costs of course:

Tuition: BCI 10 hour weekend training is \$70* per person, which includes the following:

*** Offer a fee of \$60 to those who register early (two weeks before the training date).**

- Syllabus for each student, often with binder
- Administrative costs (normal business overhead!)
- Grading of paperwork
- Certificate upon completion of assignments
- Honorarium for the instructor

Additional costs:

Lunch: time for lunch is provided in the 10 hour courses. The host church is responsible to either:

- Offer lunch on site to those interested. A charge for lunch would be appropriate. It could be collected separately, as some churches have done, or added to the overall fee.
- Make it clear that 'lunch is on your own' and have a list of area restaurants available for those who do not bring their own lunch.
- Snacks: some churches provide water, tea, coffee, snacks of various sorts for break periods. The churches usually absorb the cost, or figure it into the overall charge.
- It is understood that the instructor's meals will be covered by the host church.

Attendance policy:

- ✓ Courses One through Four must be taken in order.
- ✓ Anyone attending any of the courses must attend the whole weekend. One cannot miss Friday evening, for example, and just come on Saturday.

There are two ways around this policy!

1. An individual can attend a prerequisite course at another location (see website for locations).
2. An individual can purchase and take the prerequisite course as correspondence prior to attending the next course “live”.

NOTE: Other courses/seminars required for certification (Marriage Basics, Parenting Put Simply, Medical Issues I, Making Peace) are independent of the four introductory courses and, thus, can be taken at any time, in any order. There are no prerequisites for these courses.

Free Admissions policy:

Pastors: BCI is committed to building up the local church. We therefore offer our courses free to the senior pastor of the host church. (It is assumed that at least 10 members of the church will be in attendance.)

Admissions policy clarification:

Volunteers: Many pastors want their staff to attend, and also want to bless the workers who help with registration, snacks, etc. This is good! Some want the volunteers and staff to attend the courses at no charge to them. In these cases, the *local church should underwrite the costs for them*. BCI cannot summarily absorb the costs, due to our commitment to offer our courses as inexpensively as possible.

Exceptions to the above:

Alumni: Those who have previously taken the offered course, whether “live” or by correspondence, may attend as alumni for only \$ 20, provided:

- Alumni must bring their own materials. They will not receive a syllabus.
- Alumni’s previous attendance must be on file with BCI.
- Alumni are still responsible to cover whatever extra costs are charged, such as lunch, etc.

NOTE: **Four additional courses are required** for a certificate of completion from the Biblical Counseling Institute. These cover: Marriage, Parenting, Peacemaking, and Medical Issues. Our certificate of completion more than meets the minimum requirements of the National Association of Nouthetic Counselors (NANC) and the International Association of Biblical Counselors (IABC) toward certification as a Biblical Counselor. These courses are available as one day seminars, or as correspondence courses on MP3, CD, or DVD. See our “How to Become Certified Through BCI.”

*For additional information or clarification, contact BCI @ 330-527-4205.
www.bciohio.com*