

**A Certified Academic Institution of
Maryland Christian Counseling Ministry Institute**

The National Christian Counselors Association

External Studies Catalog

October 2015



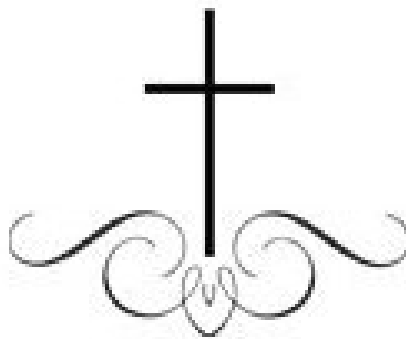
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*Why choose Maryland Christian Counseling Ministry
Institute as Your Preferred
NCCA Certified Academic Institution?*

- ✓ Distance learning enables you to complete your selected program of study at your own pace. No time is wasted commuting.
- ✓ You will realize substantial savings on course materials, compared to other CAI's.
- ✓ You will receive comprehensive oversight of your program progress.
- ✓ A professional Clinical Supervisor will mentor you every step of the way.
- ✓ A low down payment and convenient monthly payment plan reduce administrative hassles. You will receive a full explanation of charges before you sign a financial agreement. There are no additional or hidden charges.
- ✓ Our primary goal is to see you equipped and released to minister to a world of suffering people.

Thank you for your confidence in us!

Maryland Christian Counseling Ministry Institute



Overview of Program Requirements

For tuition and fees, please refer to “MCCMI Tuition and Fees,” transmitted separately.

Program 1: NCCA License Only

Complete Phase I

- Complete 6 base courses
- Complete a Practicum. Administer the APS to 10 individuals under the direction of a Clinical Supervisor
- Submit written responses to 50 ethical questions posed by NCCA’s Licensing Board of Examiners
- Submit a signed Application for Certification/Membership
- Submit a signed copy of NCCA’s Code of Ethical Standards

Upon successful completion of Phase I requirements, you will qualify to receive:

- Certified Temperament Counselor Certificate
- Clinical Member (non-clergy) or Professional Clinical Member (clergy) certificate, membership, and lapel pin

Complete Phase II

- Complete 3 base courses
- Complete a Practicum. Administer the APS to 15 additional individuals under the direction of a Clinical Supervisor
- Submit a signed application for NCCA license
- Submit the Notification and Release Form for Personal National Screening (this form authorizes NCCA to secure a national background check to verify each candidate’s history)
- Submit ministerial credentials (required for licensure). See pp. 13-16 in NCCA catalog.

Upon successful completion of Phase II requirements, you will qualify to receive:

- Certified Pastoral Counselor (H.S. diploma, GED or Associates)
 - Licensed Pastoral Counselor (holds a Bachelors)
 - Licensed Clinical Pastoral Counselor (holds a Masters)
 - Licensed Clinical Pastoral Counselor-Advanced Certified (holds a Doctorate)
 - Certified Temperament Pastoral Counselor (Optional—requires additional fee)
- MCCMI Overview of Program Requirements, cont.

Program 2: B.A. and NCCA License

Complete all the requirements of Phase I and Phase II (see Program 1)

Complete Phase III

- Complete 6 Advanced Courses
- Submit written responses to a 500 Question Open Book Equivalency Exam on the Bible (Old and New Testament – KJV)
- Submit a signed letter authorizing NCCA to transfer the academic records to the approved college.

Upon successful completion of Phase III requirement, the candidate will qualify to receive:

- A Licensed Clinical Pastoral Counselor certificate, card and
- The appropriate Advanced Certification certificates for selected specialty areas completed and
- A Bachelor of Arts degree in Christian Counseling

Program 3: M.A. and NCCA License

Complete all the requirements of Phase I and Phase II (see Program 1)

Complete Phase III

- Complete 8 Advanced Courses
- Submit one copy of a written thesis consisting of 25 case reports developed from the candidate's work with 25 individuals (or couples) using the APS reports. A format is provided in the course, Temperament Case Studies. Required length: 100 pages minimum.
- Submit a signed letter authorizing NCCA to transfer the academic records to the approved college.

Upon successful completion of Phase III requirements, the candidate will qualify to receive:

- A Licensed Clinical Pastoral Counselor certificate, card and
- The Appropriate Advanced Certification certificate for selected specialty areas completed, and
- A Master of Arts degree in Clinical Christian Counseling
Note: additional documentation may be required depending on school selected

MCCMI Overview of Program Requirements, cont.

Program 4: Ph.D. and NCCA License

Complete all the requirements of Phase I and Phase II (see Program 1)

Complete Phase III

- Complete 8 Advanced Courses
- Submit one copy of a written dissertation, containing 35 case reports (25 generated for license practicum plus 10 additional) developed from the candidate's work with 35 individuals (or couples) using the APS reports. A format is provided in the course, Temperament Case Studies. Minimum length: 140 pages.
- Submit a letter authorizing NCCA to transfer the academic records to the approved college.

Upon successful completion of Phase III requirements, the candidate will qualify to receive:

- A Licensed Clinical Pastoral Counselor—Advanced Certified certificate, card and o The appropriate Advanced Certification certificates for selected specialty areas completed, and
- A Doctoral degree in Clinical Christian Counseling
Note: Additional documentation may be required depending on school selected.

Program 5: Second Ph.D. and NCCA License

Complete all the requirements of Phase I and Phase II (see Program 1)

Complete Phase III

- Complete 4 Advanced Courses
- No dissertation is required for candidates who already hold an earned doctorate.
- Submit a signed letter authorizing NCCA to transfer academic records to the approved college.

Upon successful completion of Phase III requirements, the candidate will qualify to receive:

- A Licensed Clinical Pastoral Counselor—Advanced Certified certificate, card, and o The appropriate Advanced Certification for selected specialty areas completed, and o A Doctoral degree in Clinical Christian Counseling
Note: Additional documentation may be required depending on school selected.

LIST OF NCCA COURSES

Please consult the current NCCA Catalog for complete course descriptions.

BASE COURSES

The following courses must be completed by all students:

Phase I Courses

1. Introduction To Christian Counseling - Basic Christian Counseling
2. The Christian Home - Temperament Theory
3. Basic Christian Psychology - Testing/Measurements
4. Introduction To Temperament Therapy
5. Advanced Christian Counseling – Temperament Therapy
6. Practicum - Christian Counseling: Integrating Temperament and Psychology

Phase II Courses

7. Mastering Pastoral Counseling Utilizing Temperament
8. Temperament Case Studies
9. Counseling the Codependent: A Christian Perspective Utilizing Temperament

ADVANCED COURSES

The following Advanced Courses are required for degree programs:

- B.A. Degree – choose 6**
- M.A. Degree – choose 4**
- Ph.D. Degree – choose 8**
- Second Ph.D. – choose 4**

Students who complete all courses in a specialty area will also receive an Advanced Certification for that specialty.

Integrated Marriage and Family

1. Marriage and Family Counseling—An Integrated Approach
2. Integrated Temperament Couple Therapy
3. Pre-Marriage Counseling With Temperament
4. The Father-Daughter Connection

Child and Adolescent Therapy

1. Counseling Families*
2. Counseling and Children
3. Counseling Youth
4. Counseling and the Search for Meaning

List of NCCA courses, cont.

Substance Abuse and Addiction Therapy

1. Counseling for Substance Abuse and Addiction*
2. Counseling Adult Children of Alcoholics
3. Counseling for Problems of Self-Control*
4. Counseling Those With Eating Disorders

Sexual Therapy

1. Counseling for Sexual Disorders
2. Counseling and Homosexuality
3. Counseling for Problems of Self-Control*
4. Counseling for Unplanned Pregnancy & Infertility

Death and Grief Therapy

1. Counseling the Sick and Terminally Ill
2. Counseling for Anger*
3. Joy—In the Midst of Mourning
4. Counseling Families of Children With Disabilities

Cognitive Therapy and Ethics

1. Cognitive Therapy Techniques
2. Life's Answers Through Counseling with God
3. Quality, Ethics, and Legal Issues in Christian Counseling
4. Making Life Healing Changes

Crisis and Abuse Therapy

1. Counseling for Family Violence/Abuse
2. Counseling in Times of Crisis
3. Counseling for Anger*
4. Counseling the Depressed

Temperament Therapy

1. Temperament Case Studies*
2. Life's Answers Through Counseling With God
3. Living in the Spirit—Utilizing Temperament
4. Counseling the Codependent: A Christian Perspective Utilizing Temperament* List of NCCA courses, cont.

Domestic Violence and Intervention Therapy

Applicant must hold a Masters degree or higher, be licensed by the NCCA, and be Advanced Certified in Crisis and Abuse Therapy as well as completing the following five courses:

1. Temperament Case Studies*
2. Counseling for Substance Abuse and Addiction*
3. Counseling for Problems of Self-Control*
4. Counseling Families*
5. Counseling and Self-Esteem*

Group Therapy

Applicant must hold a Masters degree or higher, be licensed by the NCCA, and be Advanced Certified in Integrated Marriage & Family Therapy in order to qualify for this specialty area of Advanced Certification. Then, the candidate must complete on additional course titled Group Therapy.

Family Systems

1. The Fine Art of Mentoring
2. Life Coaching-Temperament
3. Life Coaching-Family Systems
4. Life Coaching-Seeking Effectiveness

This certification consists of one paperback book and three macro video lectures. Upon completion of this course the candidate must complete a reflections paper that will serve as the final exam.

* Courses apply to more than one area of Advanced Certification

Maryland Christian Counseling Ministry Institute- MCCMI
NCCA Certified Academic Institution



Policies and Procedures

Please read and follow these *Policies and Procedures* carefully.

Application Procedures

An Application for Admission Package is located at the back of this catalog. To apply for admission to MCCMI, please locate link to complete Application for Admission Package along with the \$50 application fee to:

Maryland Christian Counseling Ministry
Institute 4232 Slater Ave.
Baltimore, MD 21236

Be sure to fill out all the items requested in the Application Package. Incomplete applications will be returned along with your any payment.

Academics

Each examination is graded according to a traditional grading system (90-100% = A, 80-89% = B, etc.). For purposes of matriculation, students must attain an average score of 70% on Base Courses, and 75% on Advanced Courses. If you score below these requirements on any examination, you will be given an opportunity to repeat the exam. Follow the instructions that accompany each textbook and submit each test as completed.

Integrity

It is expected that each student will fulfill the requirements of the program in a manner becoming of a Servant of the Gospel. The student will exercise diligence in the completion of coursework and honesty in the administration of proctored examinations. The student will be faithful to honor financial commitments made to MCCMI.

Equipment and Software Needed

The minimum equipment and software needed for successful completion of coursework includes the following:

MCCI Policies and Procedures, cont.

- ✓ Personal computer
- ✓ Internet connection
- ✓ Microsoft Word
- ✓ Email account
- ✓ Printer
- ✓ Scanner (optional)
- ✓ DVD player (optional)

Course Completion Deadlines

Each course is to be completed at the student's own pace, within a 90-day time limit. This will ensure the student continues to make steady progress toward the selected program goal. The NCCA catalog may suggest completion times different from the MCCMI standard; however, each student is expected to follow the MCCMI requirement. If you are not able to complete a course within 90 days, please contact your Clinical Supervisor to request an extension. You may be granted an extension of 30 days.

Clinical Supervisor

Each student will be assigned a Clinical Supervisor. The Clinical Supervisor coordinates all aspects of program requirements for the student's benefit; including ordering materials, updating the student's transcript, tracking financial agreements, grading tests, processing APS reports on behalf of the student, and providing individual mentoring and feedback. The Clinical Supervisor also gathers together the documentation necessary for transfer of student records to NCCA at the conclusion of each Phase of coursework. The Clinical Supervisor or student may request one-on-one consultations as needed, either in person or via Skype.

Processing of APS Reports

Students enrolled in any program are not permitted to process their own APS reports. The cost of processing the required number of APS reports is included in the cost of the program and paid by the student. Students may, at their discretion, recoup this cost by charging a fee for the report to counselees tested during the practicum. A suggested and reasonable fee to charge is \$50-\$85 per report.

Shipment of Course Materials

Textbooks and supporting materials will be drop shipped to the student directly from MCCMI. Courses are ordered by MCCMI one at a time. As each course is completed, the next one will automatically be ordered. All students will complete six base courses in the prescribed order. Students taking advanced courses may choose any of the advanced courses in any order they desire. However, Advanced Certification certificates will only be awarded to students who complete all the courses in a particular Advanced Certification area.

Practicum

Each student is required to complete the APS Practicum. A start-up packet for the Practicum will be shipped with the 4th course, Temperament Therapy. The student will be authorized to begin administering the APS at that time. Completed APS forms are transmitted to the Clinical Supervisor for processing, and the resultant APS reports are transmitted back to the student for use with counselees. Microsoft Word is the preferred software. Email is the preferred method of transfer. If postal service is used, the student must provide a stamped, self-addressed envelope for return of APS reports.

Case reports generated during the Practicum are to be submitted to the Clinical Supervisor for approval as each one is completed. Case reports will be evaluated using the following criteria:

- Is the Case Report formatted properly?
- Is the Case Report the proper length (1-2 pages)?
- Does the Case Report reflect proper use of spelling, punctuation and grammar?
- Did the student make proper connections between Temperament and counselee thoughts and behaviors?
- Did the Conclusion statement accurately summarize the findings?

Transmittal of Documents

All examinations, case reports, forms, and payments generated by the student are to be transmitted to MCCMI (not NCCA). The use of email is encouraged (but not required) for the transmittal of most documents, such as required forms and practicum case reports. USPS mail is also acceptable but has the disadvantage of taking more time. Examinations and case reports transmitted via postal service must include a self-addressed, stamped envelope for their return to the student following evaluation and grading.

Clergy Credentials

The NCCA requires every candidate for licensure to present current, valid ministerial credentials (licensed, commissioned, or ordained). See pp. 13-16 in the NCCA catalog.

Financial Obligations

Students are required to keep current on monthly payments, as set forth in their Financial Agreement. Failure to do so may result in suspension or termination. Students are encouraged to bring any financial challenges to the attention of their Clinical Supervisor or Instructor before their account goes into arrears so that the plan can be modified, if possible.

MCCI Policies and Procedures, cont.

Accounts more than 30 days in arrears will be suspended until made current. During the period of suspension, MCCMI will not accept, process, or grade APS reports, case reports, or examinations. More than two such suspensions in a calendar year will result in termination of the student from the program and forfeiture of amounts already paid, unless other arrangements are made with your Clinical Supervisor or Instructor.

The first occurrence of accounts more than 60 consecutive days in arrears will result in student termination from the program and forfeiture of amounts already paid. Be sure to discuss with your Clinical Supervisor or Instructor options for reinstatement of your account before the termination deadline.

Refunds

The application fee will be refunded if the student is not accepted into the program.

A student may withdraw from the program at any time without further financial obligation; however, any amounts already paid will be forfeited.

Method of Payment

Payments may be made on-line, personal check or money order and mailed to:

Maryland Christian Counseling Ministry
Institute 4232 Slater Ave.
Nottingham, MD 21236

Please make checks payable to: MCCM

Contact Information

Kevin G. Bethea, Director
(844) 855-MCCM (6226)
email@mccmi.org

Do you still have questions?

Please contact MCCMI today!

By phone: (844) 855-6226

By Email: email@mccmi.org

Thank you for browsing our catalog.

May God bless and guide you as you seek to do His will!

Link To The MCCMI Application.

Maryland Christian Counseling Ministry Institute