



IN HIS IMAGE

Institute of Counseling & Training

Enrollment Application Counseling Degree Training Program (On-Site)

Name _____ Date _____

Address _____
(Street or P.O. Box)

City _____ State _____ Zip _____

Telephone: Home _____ Work _____ Cell _____

Fax _____ E-mail _____

Social Security Number: _____ Date of Birth _____

Gender: Male Female

Marital Status: Married Single Divorced Widowed Cohabiting

Spouses Name: _____ # of Children _____

COMPLETE THE FOLLOWING STATEMENTS

I graduated from High School in _____ Diploma GED
(year)

I graduated from College Yes No

Associate _____ College _____ Year _____

Bachelor _____ College _____ Year _____

Master _____ College _____ Year _____

Doctorate _____ College _____ Year _____

Certificate programs _____ Year _____

Phone (813) 684-7927 Fax (877) 348-5186 4195 Tamiami Trail South #131 Venice, Florida 34293

I am a licensed / commissioned / ordained minister Yes No

Year _____ Denomination _____

My denominational preference is _____

My current occupation is: _____

Have you ever been convicted of a felony? Yes No

If yes, please explain in detail on a separate sheet of paper and attach to this application. A conviction does not necessarily disqualify you from enrollment in the program.

QUESTIONNAIRE FOR ENROLLMENT

Please respond (on separate sheet) to the following questions and return with your Enrollment Application.

1. Please describe your Christian walk: how long you have been a Christian, how you participate in your relationship with God, and how that relationship affects your life.
2. Why do you want to be a counselor?
3. What formal/informal training in counseling or ministry have you had?
4. Why do you believe this program will be a benefit to you?
5. Do you have experience in dealing with people with spiritual or emotional problems?
6. What are your goals for a counseling ministry?
7. How do you know that you are called /suited for the counseling ministry?

ADDITIONAL REQUIREMENTS (AFTER ENROLLMENT)

You will be prompted early in Phase I to provide the balance of the enrollment documentation requirements. In any event, all documentation must be received by the end of Phase I.

1. A copy of the highest diploma, certificate or degree earned and related transcript.
2. A current resume including any background in counseling or areas of interest in counseling and a recent photograph.
3. Proof of Ordination or Minister's License in the form of a photocopy or official letter (if applicable).
4. Three reference forms (provided by the N.C.C.A. with the first course).
5. A letter of reference from your pastor or an elder in your church, on church letterhead.
6. Other documentation, as needed.

Note: We will not recommend anyone for certification or license whose enrollment submission is not complete. All licensing candidates are subject to a National background check by the N.C.C.A.

REFUND POLICY

We do not believe that an individual should be charged for a service or for training not received. Therefore, we exceed normal standards with regard to fairness towards our students.

The \$50 application fee will be totally refunded if the applicant is not admitted into the training program. However, if accepted as a candidate, the \$50 application fee is non-refundable. If a course is returned in good (resalable) condition within 15 days of the date it was shipped, the entire tuition for the course, less a \$25 restocking fee will be refunded within 30 days from time we receive the returned course materials.

