

BCCTR APPLICATION CHECKLIST

Online Application and Renewal Materials include the following documents:

- Cover Letter
- BCCTR Credential Benefits List
- BCCTR Credential Cost/Dues List
- BCCTR Credential Descriptions and Requirements
- AACC Doctrinal Statement
- 2014 AACC Christian Counseling Code of Ethics
- BCCTR Applicant Attestation Protocol
- BCCTR Applicant Agreement Protocol
- BCCTR Application Forms (for BCFR, BCCRS, BCCRC and BCCRT)
- BCCTR Reference Forms (Professional/Collegial, Personal and Pastoral)
- BCCTR Continuing Education Guidelines

The following items/documents must be returned for processing your application:

- Completed and signed BCCTR Application Form for the desired Credential
- Original copies of the three required Reference Forms (should be in a sealed envelope and signed on the back flap)
- All required, supportive, and/or explanatory documentation (e.g., copies of education and training, licenses, diplomas, liability insurance coverage, certifications, integration contact hours, etc.). Please **do not send** CDs, DVDs, books, or other materials not required. ***Incomplete applications will not be processed until all documentation is submitted.***
- A valid check or money order for all required fee(s) made out to AACC

Please make a photocopy of all completed forms for your records and send originals, as well as all required supporting documentation to:

**AACC
c/o Administrative Coordinator
P.O. Box 739
Forest, Virginia 24551**