



Following Jesus into the World



Office of Admissions, 200 North Main Street, Hatfield, PA 19440 ◊ 800.235.4021 ext 146

CCEF CREDIT CONVERSION FORM

BTS and CCEF have partnered to mutually promote our programs and to provide the opportunity for CCEF students to convert their non-accredited CCEF credits to accredited credits through BTS.

Requirements

To convert a CCEF course, the student must have: 1) earned a Bachelor’s degree before the course was completed, 2) have earned a B or higher in the course, and 3) taken the course during or after 2005.

Transferring Credits to BTS

Converted CCEF credits can be transferred into one of BTS’s programs listed below. If course titles differ, the course will appear on the BTS transcript with the original course title.

CCEF Course (credits)	BTS MA in Counseling* (pre-licensure)	BTS MA in Ministry, Counseling Concentration	Other BTS programs (MDiv, other MA)
Dynamics of Biblical Change (3)	Elective	Elective	Elective
Counseling in the Local Church (2)	Elective	Elective	Elective
Marriage Counseling (3)	Core (substitute for Marriage & Family Therapy)	Elective	Elective
Counseling and Physiology (2)	Core (1 more credit needed since BTS’s course is 3 cred)	Elective	Elective
Human Personality (3)	Elective	Elective	Elective
Helping Relationships/Methods of Biblical Change (3)	N/A	Core (substitute for Pastoral Counseling)	Core for MDiv; Elective for other MA (substitute for Pastoral Counseling)
Biblical Interpretation (3)	Core (substitute for Counseling & the Bib. Text 1) or Elective	Core (substitute for Authentic Biblical Interpretation)	Elective
Essential Qualities of a Biblical Counselor (2)	Elective	Elective	Elective
Theology and Secular Psychology (3)	Elective	Elective	Elective
Counseling Observation (2)	Elective	Elective	Elective
Counseling Problems and Procedures (3)	Core (substitute for Psychopathology)	Core (substitute for Psychopathology)	Elective

*It is possible to transfer up to 17 CCEF credits into the MAC program (up to 11 core credits and 6 elective credits).

Transferring Credits to Another Institution

A non-BTS student who desires to convert CCEF credits to accredited credits will fill out the CCEF Accredited Course Non-Degree Application form, along with the Credit Conversion Form on page two. These converted CCEF credits meet the qualifications for graduate level education and may be eligible for transfer to other graduate institutions. However, BTS does not guarantee that converted credits will be accepted by another institution. Every institution sets their own policies regarding the transfer of courses into their degree programs. It is the student’s responsibility to investigate transfer credit policies with the institution.

Can CCEF converted course credits fulfill state licensure requirements for the LPC?

Each state licensing board determines acceptance of course titles and course content. BTS cannot guarantee that converted CCEF courses will be accepted by state licensing boards. Converted CCEF courses appear on the BTS transcript with the original course title. The licensing board may request your CCEF course syllabi. We recommend that you communicate directly with your state’s licensing board to ensure the acceptability of the courses.

Cost

The student must pay the tuition differential between the BTS current tuition rate and the CCEF current tuition rate as determined by the Academic Office and Business Office, after reviewing the student’s transcripts.



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Instructions: Submit this completed form and your official undergrad and CCEF transcripts to BTS via **mail** (to "Admissions" at the address above), **fax** (215-368-4913), or **email** (admissions@biblical.edu). If you plan to use your converted credits at another institution, rather than at BTS, you must also submit the CCEF Accredited Course Non-Degree Application.

Name (<i>Last, First, Middle</i>) _____	Student ID # (current student) _____
Address _____ _____	Home Phone _____
E-mail _____	Work Phone _____
Social Security # _____	Date of Birth _____

I. Indicate the courses you are interested in converting. You must have earned a B or higher:

Course (credits)	Year taken (only courses taken during or after 2005 are eligible)
Dynamics of Biblical Change (3)	
Counseling in the Local Church (2)	
Marriage Counseling (3)	
Counseling and Physiology (2)	
Human Personality (3)	
Helping Relationships/Methods of Biblical Change (3)	
Biblical Interpretation (3)	
Essential Qualities of a Biblical Counselor (2)	
Theology and Secular Psychology (3)	
Counseling Observation (2)	
Counseling Problems and Procedures (3)	

II. How do you plan to use your converted credits?

At BTS:

- | | |
|---|---|
| <input type="checkbox"/> MA in Counseling | <input type="checkbox"/> MA in Ministry, counseling concentration |
| <input type="checkbox"/> Electives in MDiv or other MA degree | <input type="checkbox"/> Undecided |

At another institution:

- I understand that BTS cannot guarantee that converted credits will be accepted by another institution. It is my responsibility to investigate this with the institution of my choice. I understand that BTS will issue a BTS transcript for converted credits if I meet all requirements.
- I will also submit the CCEF Accredited Course Non-Degree Application to BTS.

I certify that all information recorded on this application is truthful and complete to the best of my knowledge.

Student's Signature

Date