



Graduate School of Counseling

200 North Main Street, Hatfield, PA 19440 ♦ 800.235.4021 ext 146

Office of Admissions

### CERTIFICATE IN ADVANCED PROFESSIONAL COUNSELING (CAPC) APPLICATION

BTS welcomes CAPC applicants who already hold a Master’s degree in a counseling-related field and want to continue their education for professional licensure requirements.

#### APPLICATION DEADLINES

The Admissions Office accepts applications on a “rolling” basis. Your completed application form and your application fee begin the process. Your application will be reviewed by the Admissions Office and the Graduate School of Counseling. The application process and review need to be completed no later than two weeks prior to the start of your first class. An official letter will be sent providing notification of the admission decision.

#### COURSE COSTS

CAPC classes are available only for credit; no auditing is permitted. Per credit rates are listed on the website (Financial Aid / What Will It Cost).

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#### PERSONAL INFORMATION

Name (Last, First, Middle): \_\_\_\_\_

Preferred Name: \_\_\_\_\_  Male  Female

Current Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Ethnic Origin (optional):  American Indian or Alaska Native  Asian  African American/Black  
 Hispanic of any race  Native Hawaiian or Other Pacific Islander  Nonresident Alien  
 Race and Ethnicity unknown  Two or more races  White

Country of Citizenship: \_\_\_\_\_

#### ENROLLMENT INFORMATION

Which classes do you intend to take?

Online Courses:

- Psychological Assessment (Fall)
- Career & Lifestyle Development (Winter)
- Social & Cultural Diversity (Fall)
- Research & Program Evaluation (Spring)

On Campus Courses:

- Group Counseling (Winter)
- Other: \_\_\_\_\_

Fieldwork/Clinical Instruction:\*

- Practicum & Professional Orientation (Spring)
- Internship & Professional Seminar (Fall and Spring)

\*Additional application requirements apply. Please see “Additional Requirements for Students Needing Fieldwork Hours” on CAPC webpage (<http://biblical.edu/cert-in-advd-prof-counseling>).

Updated: 5/19/15



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Only for applicants who **are not** current Biblical MAC students:

- \$30 Application fee     Application     Official graduate school transcript (copy acceptable as place holder)     Photo ID
- Academic/Professional Recommendation Form (counseling related)     Ecclesiastical/Pastoral Recommendation Form

**Answer the following: (if you need more space, use a separate piece of paper)**

1. Personal Statement of Faith: Describe your conversion to Christ.

2. How does your acceptance into and successful completion of the Advanced Training fit into your professional development plans and goals for your future?

**Note:** If you are applying for fieldwork, please see “Additional Requirements for Students Needing Fieldwork Hours” on CAPC webpage (<http://biblical.edu/cert-in-advd-prof-counseling>).

Only for applicants who **are** current Biblical MAC students:

- Application     Registration Form

**Answer the following: (if you need more space use a separate piece of paper)**

1. Address any areas of concern (i.e. academic/character/fieldwork) that were part of your reviews and evaluations while in the MAC program. Why were they concerns? What have you done to improve upon these areas? How might these areas affect your success in this Advanced Training and what measures do you have in place to address it?

2. How does your acceptance into and successful completion of the Advanced Training fit into your professional development plans and goals for your future?

**METHOD OF PAYMENT FOR \$30 APPLICATION FEE:** (WAIVED FOR CURRENT BTS MAC STUDENTS)

- Check     Cash     Credit Card (“Pay Your Application Online” at <http://biblical.edu/become-a-student/how-to-apply>)

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please mail this completed form and your official transcript to the BTS Admissions Office (200 N. Main St., Hatfield, PA 19440). You may also fax (215-368-4913) or email ([admissions@biblical.edu](mailto:admissions@biblical.edu)) this form. If you have any questions, please call the Admissions Office at 800-235-4021 or 215-368-5000.

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