

## **Certification Requirements Additional Detail**

### **1. Membership**

This is only required right before you become certified. However, there are benefits from doing it earlier. For example, if you are a Basic Member, which is \$139 annually, we give you a \$200 discount on your Level 5 if you are coached, (but not for shadowing).

### **2. Levels 1-5**

If you have five years of consulting, send a written consulting report from five years ago, one from three years ago, and one from one year ago for review before this approved.

If you have training from another body, please send a complete outline of the training, the name of the trainer, and the trainer's contact information so the training can be compared before this is approved.

### **3. 1000-word paper**

This requirement is primarily required to help you. Discuss the following:

- A. Why you plan to consult.
- B. What consulting services you plan to offer.
- C. In what geographical area you plan to consult.
- D. What size churches you plan to consult.
- E. What denominations or independent churches you plan to consult.
- F. How you will promote your consulting services.

### **4. Final Certification Work**

We recognize that not everyone's circumstances are the same. Therefore, you have optional ways to complete your certification work. Choose one of the four alternatives that suits your circumstances best.

### **5. Reference Letters**

These should be from people who have known you well in the past few years. They can write the reference letter to: "To whom it may concern". It should be written on their letterhead and give enough contact information (phone number and email) so they can be contacted.

### **6. Agreement to abide by the code of ethics**

This can be found here: <https://churchconsulting.org/about-us/mission-and-history-statement-of-faith/>. Read and email [jim@churchconsulting.org](mailto:jim@churchconsulting.org) to say you will abide by this.

### **7. Initial fee**

Do not pay this until all the other requirements above are satisfied. The Society will give you a link, so you can conveniently pay online.