



Student Handbook

International
INSTITUTE
OF FAITH BASED COUNSELING



Student Handbook
Life Training Institute dba International Institute of Faith-Based Counseling (IIFBC)

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Dear Student,

Congratulations on becoming a student at International Institute of Faith-Based Counseling (IIFBC). We are excited you are on this journey with us, and we believe that your success is our success. We developed this Handbook to help outline our vision, beliefs, and policies to help guide you throughout your time with us.

This Student Handbook is a tool to help you learn about various aspects of our school. Please take the time to read and review this Handbook as thoroughly as possible. If you have any questions, please reach out to IIFBC directly.

Welcome to IIFBC!

VISION AND PURPOSE:

1. To train Christians and ministers to bring healing to the Body of Christ through instructor taught workshop courses
2. To impart to churches and ministers the vision of establishing natural and spiritual healing services
3. To protect and promote Biblical naturopathic principles as a practice of Biblical Christianity
4. To establish a standard of excellence and competency in the realm of Biblical Naturopathic practitioners
5. To promote modalities of healing that are within scriptural principles
6. To equip the student with sufficient knowledge and skills to be used of God for redeeming the sick
7. To fulfill the Biblical commission of raising up disciples to take the good news of salvation of spirit, soul, and body to the hurting and lost

WHAT WE BELIEVE:

- We believe the Bible is the inspired, inerrant Word of God. (2 Tim. 3:16-17; 2 Pet. 1:20).
- We believe God is the Creator and Sustainer of the universe. (Gen. 1; John 1:3; Col. 1:16; Heb. 1:3).
- We believe Jesus was without sin, and is both Lord and Christ, to the glory of God the Father. (Acts 1:9-11; 2:36; Phil. 2:9-11).
- We believe that whosoever will confess with their mouth that Jesus is Lord and believes in their heart God raised Him from the dead shall be saved. (Rom. 10:9-10; Acts 2:21; 1 John 1:12).
- We believe that the Holy Spirit is sent by Jesus to indwell, empower, teach, guide and comfort believers. (Luke 12:12; Rom. 8:11; John 16:13; Acts 1:7-8, 9:31).
- We believe that the Lord Jesus' death, burial, and resurrection from the dead provided for the healing of the spirit, soul, and bodies of all peoples.
- We believe in the imminent return of Jesus Christ, who will come to rule as King upon the earth with the saints. (Acts 1:9-11; 1Thess. 4:13-5:2; Rev. 19:11-21, 22:20).

TUITION/PROGRAM ENROLLMENT:

You may pay for the program in full or "pay as you go" by paying the tuition for your next class when you are ready to take it. All courses are facilitated through our Learning Management System, where Programs and Courses may be purchased. Complete the registration form on our website and then click "Program Tuition" to be taken to our Programs page or click "Course Tuition" to be taken to our individual Courses page. You can find all pricing details on the school's website.

SCHOLARSHIP:

We offer a half-off scholarship to those approved upon submission of a proper application. This is based upon financial need as well as other considerations, which are asked on the application. Individuals chosen can receive a scholarship for up to half the tuition of a program, however the other half must be paid in full at the time of enrollment. Because the scholarship is 50% of the full program, it does not allow for credits from other schools of learning to be

accepted. All program course work will be required, and the tuition will be half off the cost of the full program. Please submit your application **ONLY** if you think you meet the conditions and **ONLY** if you can make payment of the other half of the program.

Any current student already enrolled in a program must complete their current program before submitting an application. Credit will be given for courses already completed, but half of the tuition for the new program would still be required as upfront payment regardless of past tuition paid for previous program(s).

Although it can be difficult for some to pay a larger amount upfront, this method allows us to provide this opportunity, and it is an opportunity for the individual to seek other financial support from relatives or other sources.

We reserve the right to select no applicants, or one or more, on a monthly basis depending upon the discretion of the Selection Committee and the current financial needs of the Institute.

GRADING:

All test scores are determined using a percentage grading system and a grade of 85% or higher is considered passing. Through our Learning Management System, all tests are open book and are graded automatically. The student will then receive their final grade upon completion of the exam. If a score of 85% is not achieved, the student may retake the exam as many times as needed to obtain a passing grade.

POLICIES:

DISTANCE LEARNING POLICY:

All work is self-paced and on an individual basis. Courses are designed to build upon the student's accumulated knowledge. A grade of 85% is considered passing for each of the open book exams/assignments. If you score less than 85% you may retake the exam as many times as needed. The study programs are designed to not only provide a base of useable knowledge, but to also instill confidence needed for practical application.

TIME LIMIT:

All programs should be completed within six years. The student that is not able to complete their program of study within the time limit may be dropped from active student status unless they apply for an extension. Extensions for hardship cases may be applied for in writing.

REFUND:

Students that withdraw from a program of study within 10 days of enrollment will receive a 20% refund. There is no refund for students who withdraw from a program of study after 20 days. Access to programs is provided upon payment of the program, so there is nothing to be returned. There are no refunds given for individual courses and those paying one course at a time.

NON-DISCRIMINATION:

IIFBC seeks to conform to all federal laws concerning equal opportunity, and does not discriminate on the basis of gender, race, creed, or national origin.

CREDENTIALS:

Certification and Licensure are ministry credentials, which must be renewed annually with a renewal fee or by completing an additional class with IIFBC. Some states require a secular license to work in specific service areas of vocations. Although IIFBC does offer licensure and the credentials may be used for vocational purposes, the study programs of IIFBC are not designed to meet the requirement of any particular state where a license is required. IIFBC carries a 501c3 non-profit status as a religious organization.

We offer programs of study that receive either a certificate or a diploma. Our certificate programs include Certified Christian Counselor, Certified Faith Based Clinical Counselor, Certified Biblical Therapist, Licensed Biblical Therapist, Certified Christian Life Coach, Certified Corporate Chaplain, Licensed Corporate Chaplain, Certified Law Enforcement Chaplain, Licensed Law Enforcement Chaplain. Our diploma programs include Bachelor of Arts in Christian Counseling, Master of Arts in Christian Counseling, and Doctor of Philosophy in Christian Counseling. Upon completion of the programs listed above, we will mail out your certificate or diploma.

We also offer board certification and licensure options for several of our programs. To become board certified, you will need to complete the application on our website and pay the additional fee. To become licensed, please complete the application on our website and submit it to our office.

RECERTIFICATION/RENEWAL:

For graduates of certification or licensure programs, each year you will receive an email from Stripe to renew. This is our reminder process and a convenient way to renew. You may pay through the Stripe email or pay from our website. Either way, please fill out the renewal form located on the Renewal page of our website. If you do not wish to renew, please ignore the email from Stripe. If you have more than one certification or credential and you would like multiple wallet cards, you may renew for each one.