



Partnership Information Packet



School of Biblical Counseling Partnership Information Packet

Table of Contents

What Does Partnership with SBC Mean?	2
Why Should You Become a Partner?	2
Pricing and Discounts	3
Partnership Customization Options	4
To Become a Partner	5
Partnership Requirements	5
Types of Partnerships	6
Sample Agreement: Certificate-Earning Partner	7
Sample Agreement: Self-Certifying Partner	9



What Does Partnership with SBC Mean? Why Should You Become a Partner?

The single *best* way to get an education through the School of Biblical Counseling (SBC) is to come through a partnership. That may seem like a strong statement to make, but it is true. Students who take CCEF classes through one of our partners will get the best combination of quality content in a quality context. Because of this, we are hoping that as many churches and organizations as possible will choose to become formal partners with SBC in training individuals for biblical counseling ministry. We hope you will consider being one of them.

Why are partnerships such an effective context for education?

While there are many advantages to becoming a partner of SBC, both for students and for organizations (see below for partnership discounts, flexibility, etc.), the biggest reason partnerships make the best setting for students to learn from CCEF is that students who come through partnerships are learning in the ideal community. To this end, we have structured our partnership program to maximize the benefit to your students of engaging CCEF's material in the context of the relational connections and ministry resources you already have as a church, organization, or group of committed friends and colleagues. We have seen repeatedly that the complexities of ministry education are best addressed by a learning community with leaders who know students personally and invest in their coursework.

If you desire to equip key members of your church or organization with greater skills in the care of souls, we ask you to read through the privileges and responsibilities of SBC partners that we've laid out below. Consider joining us in spreading the wisdom and skills of biblical counseling in your area.



Pricing and Discounts

We set our pricing and discounts with two simple goals. First, we want to make partnerships financially feasible to you. Second, we want to give you financial room to have your own administrative staff and recitation instructors so you can customize and oversee the courses as effectively as possible. As a result, we are offering significant discounts, some of which may be combined.

Our regular rates for online courses are:

- \$650 for 3-credit
- \$450 for 2-credit
- Non-credit: 50% off of the credit price

Discount	Description	Combinable with other discounts?
Partnership Discount	<ul style="list-style-type: none"> ● \$225 off of 3-credit courses ● \$140 off of 2-credit courses <p><i>*Available for all organizations who meet partnership requirements</i></p>	Yes
Family Discount	50% off of the standard, non-partnership rate of one registration when family members of the same household take the same course for credit within a year	No
Alumni Spouse Discount	50% off of the standard, non-partnership price of all credit courses for spouses of SBC alumni who have completed all three certificates	No
International Partner Discount	\$100 off 3-credit courses \$75 off of 2-credit courses <p><i>*Available to anyone living outside of the USA</i></p>	Yes

Non-credit courses taken through a partnership are 50% off of the partnership rate after all discounts are applied.

For financial information on enrollment status changes, see sample agreements on pages 6-9.



Partnership Customization Options

Along with exclusive discounts, becoming a partner with SBC qualifies you for the following custom course options:



Flexible Course Schedule

As a partner, you can offer CCEF courses on a schedule that works best for your organization. Choose your own start and end dates, lengthen or shorten the courses, or schedule mid-semester breaks.



Personalized Learning Experience

You have the ability to customize a CCEF course in Canvas (our learning management system) to improve your students' learning experience. Replace the required community boards with onsite participation activities, or add additional assignments and resources.



Faculty and RI Meetings

We invite your recitation instructors to join a once-per-semester meeting with CCEF faculty and other RIs for further training.

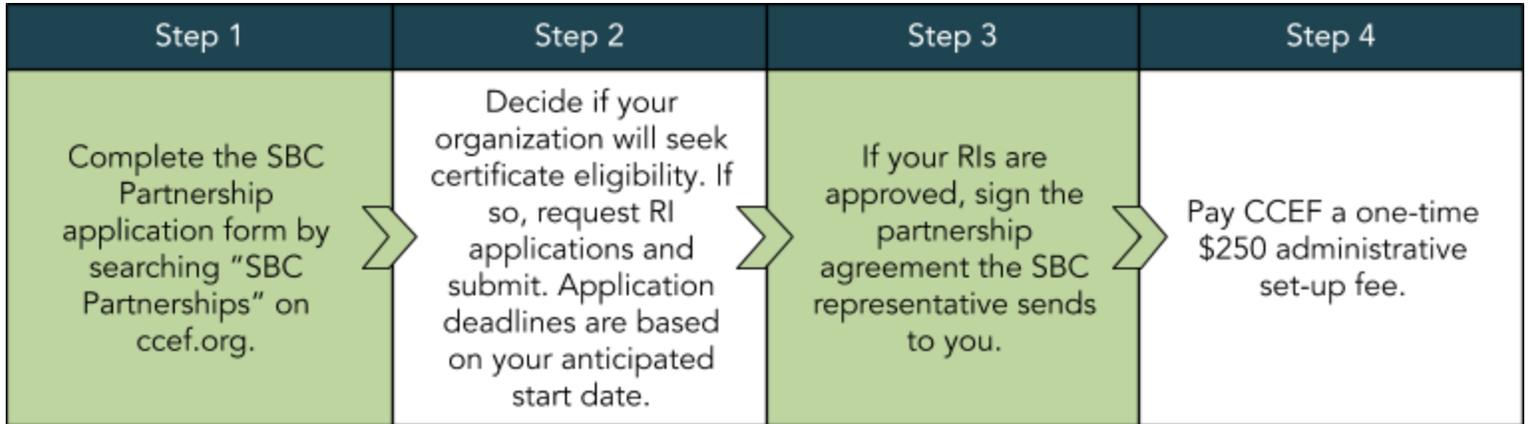


Access to Faculty through SBC Town Halls

If the School of Biblical Counseling is offering a course in the same semester it is offered through your partnership, students will be invited to attend the School of Biblical Counseling Town Hall with the faculty member for that course.



To Become a Partner



Partnership Requirements

By becoming a SBC partner, you agree to provide an administrator, your own Recitation Instructors (RIs), and an onsite learning experience facilitated by your RI(s).

Administrator	In addition to serving as the liaison between your organization and the CCEF School of Biblical Counseling, the Administrator will manage the registration process in Genius (our registration system) and implementation of your organization's courses. A fuller description of the administrator's duties can be seen under the attached sample agreements on pages 6-9.
Recitation Instructors	Your organization will provide its own RIs who live locally, grade and give feedback to all of your students' work, and facilitate your required onsite meeting(s). The type of RIs your organization provides will affect your students' CCEF certificate eligibility. For a chart that compares types eligibility, see page 6.
At least one onsite (i.e. in-person) experience	This experience must be offered for each course and facilitated by one of your RIs. Both credit and non-credit students should attend. Examples for how to structure an onsite experience are available upon request.



Types of Partnerships

	Self-certifying Partnership	Certificate-eligible Partnership
Required Roles	<ul style="list-style-type: none"> • Administrator • Recitation Instructor(s) 	<ul style="list-style-type: none"> • Administrator • Recitation Instructor(s)
Recitation Instructor Required Credentials	<p>RIs will forego formal RI applications with CCEF.</p> <ul style="list-style-type: none"> • This gives you complete control and discretion over who you feel is qualified to give your students input and feedback on their work. • Potential RIs for Self-certifying Partnerships must also have taken for credit (either through our General Program or a partnership) the courses for which they are grading. 	<p>RIs must:</p> <ul style="list-style-type: none"> • Possess a master's degree in biblical counseling or a similar field • Have completed at least six CCEF courses with a grade of C- or higher, including the courses for which they are grading • Submit a formal CCEF application and complete approval process*
Partnership RI Benefits	<ul style="list-style-type: none"> • Invited to RI/Faculty Meetings about their courses • Access to our RI Hub, which contains training materials and resources from our faculty and RI Support team 	<ul style="list-style-type: none"> • Invited to RI/Faculty Meetings about their courses • Access to our RI Hub, which contains training materials and resources from our faculty and RI Support team • Receive direct RI oversight and support from CCEF's RI Support team
Partnership Student Benefits	<ul style="list-style-type: none"> • Onsite meeting(s) • Submit student questions to SBC Faculty Town Halls • Should a student from your organization wish to receive a CCEF certificate at a later date, he or she may register for an independent study (\$150 per course) to have formerly completed work graded by a CCEF-approved RI for CCEF certificate credit. 	<ul style="list-style-type: none"> • Onsite meeting(s) • Submit student questions to SBC Faculty Town Halls • Eligible to receive CCEF Certificates upon completion**

**Some partnerships may have individuals who, once they are approved, offer to serve both as CCEF-approved partnership RIs and as CCEF-SBC RIs.*

***Please note that all RIs in your organization must be approved in order for your students to receive CCEF certificates.*



Sample Agreement: Certificate-Earning Partner

This agreement between SAMPLE CHURCH GROUP (SCG) and the Christian Counseling & Educational Foundation (CCEF) will be in effect through [DATE]. SCG and CCEF agree to the terms of the partnership as outlined below. The goal of this partnership is to offer distance education courses in biblical counseling from CCEF for SCG students. This agreement may be renewed every two years by the consent of both SCG and CCEF.

Agreement Terms

1. SCG agrees to:
 - a. Appoint a person who will serve as SCG's representative and administrator. This person is responsible to:
 - i. Complete the partnership application process
 - ii. Oversee enrollment for all partnership students.
 - iii. Ensure payment to CCEF for courses. A variety of payment options are available. If SCG chooses an invoice, CCEF will invoice SCG approximately 14 days after the start of class. Payment will be due 21 days after CCEF sends the invoice.
 - iv. Customize Canvas (CCEF's online learning management system) to suit SCG's needs
 - v. Send a welcome letter to SCG students at the start of the semester
 - vi. Communicate student status changes to SBC
 - vii. Communicate final grades to SBC
 - viii. Maintain a backup of student records (enrollments, grades)
 - ix. Notify SBC of all relevant details for upcoming semesters. CCEF will communicate appropriate deadlines for this information.
 - b. Provide its own CCEF-approved recitation instructors (RIs) for its students. These RIs will complete all grading for SCG students.
 - i. SCG will submit applications for all potential RIs to CCEF for approval.
 - ii. SCG RIs must have taken for credit the courses for which they are grading.
 - iii. SCG will continue seeking approval for any new RIs added to the program after signing this agreement.
 - iv. SCG RIs are encouraged attend CCEF RI and faculty meetings about their courses
 - c. Require at least one onsite learning experience for enrolled students, including non-credit students. The onsite experience must be facilitated by a RI. It is SCG's prerogative to determine the frequency, length, and content of this onsite component.
 - d. Meet administrative deadlines requested by CCEF. SBC will provide SCG with deadlines for each step of the preparation process. Failure to meet requested deadlines may result in a delay in SCG's desired start date or its students' course access.
 - e. Adhere to Canvas customization policies:
 - i. SCG will not remove or alter required course assignments or make changes to the grade weighting of assignments in the syllabus, with the exception of discussion boards, which may be exchanged for in-person discussions.
 - ii. SCG is permitted to add resources into courses in Canvas (e.g., a document detailing the schedule for onsite meetings; additional assignments or discussions; announcements; additional articles or audio files). If SCG adds resources that are protected by copyright, SCG will pursue the proper permissions and pay associated fees.



- f. Field all of its students' inquiries regarding enrollment, registration, and course progress
2. CCEF agrees to provide SCG with the following:
 - a. Deadlines for all administrative requirements
 - b. Discounts and refunds
 - i. Partnership discount of \$225 off of 3-credit courses and \$140 off of 2-credit courses
 - ii. International partners are eligible for a further discount of \$100 off of 3-credit courses and \$75 off of 2-credit courses
 - iii. Family discount of 50% off of the standard, non-partnership price of one registration when both family members of the same household take the same course for credit within one year (not combinable with other discounts)
 - iv. Alumni spouse discount of 50% off of the standard, non-partnership price of all credit courses for spouses of SBC alumni who have completed all three certificates
 - v. Students who withdraw are eligible for a full refund, minus a \$25 administrative fee, if they withdraw before CCEF sends the invoice (two weeks into the course). Students are eligible for a 50% refund if they withdraw after CCEF sends the invoice. Students are not eligible for a refund if they withdraw after the invoice is due, or after payment is made, whichever comes first.
 - vi. It is SCG's prerogative to determine students' eligibility to change from credit to non-credit. However, refund eligibility is as follows: 50% of the partnership credit price, minus a \$25 administrative fee, if students switch to non-credit before CCEF sends the invoice (two weeks into the course); 25% of the partnership credit price, if students switch to non-credit after CCEF sends the invoice. Students are not eligible for a refund if they change from credit to non-credit after the invoice is due, or after payment is made, whichever comes first. Students who received a credit course at the family discount price (50% off) are not eligible for a refund if they switch to non-credit status.
 - vii. It is SCG's prerogative to determine if it will permit non-credit students to switch to credit status. However, this type of status change is only permitted by CCEF if students switch before the invoice is due, or payment is made, whichever comes first. CCEF will charge the additional 50% of the partnership credit price, plus a \$25 administrative fee.
 - c. Genius and Canvas training and ongoing technical support for SCG administrators, RIs, and students. CCEF will aim to respond promptly to all urgent technical needs.
 - d. Ability to offer any course in CCEF's online catalog with flexible start and end dates.
 - e. Ability to add additional resources to Canvas.
 - f. Invitations to RI meetings with faculty. CCEF will announce the dates for these meetings.
 - g. Faculty-student town halls. SCG students and RIs are welcome to attend town halls, though, if SCG chooses flexible start and end dates, then the town halls for their courses may not be available. CCEF will announce dates for the town halls each semester (spring, summer, fall).

CCEF Representative

Date

Sample Church Group Representative

Date



Sample Agreement: Self-Certifying Partner

This agreement between SAMPLE CHURCH GROUP (SCG) and the Christian Counseling & Educational Foundation (CCEF) will be in effect through [DATE]. SCG and CCEF agree to the terms of the partnership as outlined below. The goal of this partnership is to offer distance education courses in biblical counseling from CCEF for SCG students. This agreement may be renewed every two years by the consent of both SCG and CCEF.

Agreement Terms

1. SCG agrees to:
 - a. Appoint a person who will serve as SCG's representative and administrator. This person is responsible to:
 - i. Complete the partnership application process
 - ii. Oversee enrollment and payment for all partnership students.
 - iii. Ensure payment to CCEF for courses. A variety of payment options are available. If SCG chooses an invoice, Register students and RIs and make payment. CCEF will invoice SCG approximately 14 days after the start of class. Payment will be due 21 days after CCEF sends the invoice.
 - iv. Customize Canvas (CCEF's online learning management system) to suit SCG's needs
 - v. Send a welcome letter to SCG students at the start of the semester
 - vi. Communicate student status changes to SBC
 - vii. Maintain a backup of student records (enrollments, grades)
 - viii. Notify SBC of all relevant details for upcoming semesters. CCEF will communicate appropriate deadlines for this information.
 - b. Provide its own recitation instructors (RIs) for its students. These RIs will complete all grading for SCG students.
 - i. SCG students are not eligible for CCEF certificates.
 - ii. SCG RIs must have taken for credit the courses for which they are grading.
 - iii. SCG RIs will be not be supervised by CCEF's RI Support team.
 - iv. SCG RIs are not eligible to attend RI and faculty lunches, but are encouraged to attend CCEF faculty-RI meetings about their courses.
 - c. Require at least one onsite learning experience for enrolled students, including non-credit students. The onsite experience must be facilitated by a RI. It is SCG's prerogative to determine the frequency, length, and content of this onsite component.
 - d. Meet administrative deadlines requested by CCEF. SBC will provide SCG with deadlines for each step of the preparation process. Failure to meet requested deadlines may result in a delay in SCG's desired start date or its students' course access.
 - e. Adhere to Canvas customization policies:
 - i. SCG is free to remove or alter course assignments or make changes to the grade weighting of assignments in the syllabus.
 - ii. SCG is permitted to add resources into courses in Canvas (e.g., a document detailing the schedule for onsite meetings; additional assignments or discussions; announcements; additional articles or audio files). If SCG adds resources that are protected by copyright, SCG will pursue the proper permissions and pay associated fees.
 - f. Field all of its students' inquiries regarding enrollment, registration, and course progress
2. CCEF agrees to provide SCG with the following:
 - a. Deadlines for all administrative requirements



- b. Discounts and refunds
 - i. Partnership discount of \$225 off of 3-credit courses and \$140 off of 2-credit courses
 - ii. International partners are eligible for a further discount of \$100 off of 3-credit courses and \$75 off of 2-credit courses
 - iii. Family discount of 50% off of the standard, non-partnership price of one registration when both family members of the same household take the same course for credit within one year (not combinable with other discounts)
 - iv. Alumni spouse discount of 50% off of the standard, non-partnership price of all credit courses for spouses of SBC alumni who have completed all three certificates
 - v. Students who withdraw are eligible for a full refund, minus a \$25 administrative fee, if they withdraw before CCEF sends the invoice (two weeks into the course). Students are eligible for a 50% refund if they withdraw after CCEF sends the invoice. Students are not eligible for a refund if they withdraw after the invoice is due, or after payment is made, whichever comes first.
 - vi. It is SCG's prerogative to determine students' eligibility to change from credit to non-credit. However, refund eligibility is as follows: 50% of the partnership credit price, minus a \$25 administrative fee, if students switch to non-credit before CCEF sends the invoice (two weeks into the course); 25% of the partnership credit price, if students switch to non-credit after CCEF sends the invoice. Students are not eligible for a refund if they change from credit to non-credit after the invoice is due, or after payment is made, whichever comes first. Students who received a credit course at the family discount price (50% off) are not eligible for a refund if they switch to non-credit status.
 - vii. It is SCG's prerogative to determine if it will permit non-credit students to switch to credit status. However, this type of status change is only permitted by CCEF if students switch before the invoice is due, or payment is made, whichever comes first. CCEF will charge the additional 50% of the partnership credit price, plus a \$25 administrative fee.
- c. Genius and Canvas training and ongoing technical support for SCG administrators, RIs, and students. CCEF will aim to respond promptly to all urgent technical needs.
- d. Ability to offer any course in CCEF's online catalog with flexible start/end dates
- e. Ability to add additional resources to Canvas
- f. Invitations to RI meetings with faculty. CCEF will announce the dates for these meetings.
- g. Faculty-student town halls. SCG students and RIs are welcome to attend town halls, though, if SCG chooses flexible start and end dates, then the town halls may not be available. CCEF will announce dates for the town halls each semester (spring, summer, fall).

CCEF Representative

Date

Sample Church Group Representative

Date