



EDIFY UNIVERSITY

STUDENT HANDBOOK

Certified Academic Institution (CAI) – N.C.C.A.

1. INTRODUCTION

Edify University is a faith-based professional training institution operating as a **Certified Academic Institution (CAI)** under the **National Christian Counselors Association (N.C.C.A.)**. Edify University provides structured education, supervision, and certification preparation in Christian Counseling and Temperament Therapy.

This handbook outlines **academic requirements, supervision expectations, APS requirements, fees, and certification pathways** for all enrolled students. All policies align with the official N.C.C.A. CAI Policy & Procedure Manual.

2. PROGRAM STRUCTURE OVERVIEW

All students complete **eight (8) required courses**, divided into Phase I and Phase II.

Phase I – Foundations (5 Courses)

1. Foundations in Christian Counseling
2. Temperament Theory
3. Testing & Measurements
4. Temperament Therapy
5. Christian Counseling: Integrating Temperament & Psychology

Phase II – Advanced Application (3 Courses)

6. Mastering Pastoral Counseling Utilizing Temperament
7. Temperament Case Studies
8. Counseling the Codependent



Successful completion of coursework alone **does not** result in certification. Supervision, APS administration, and documentation are required.

3. SUPERVISION & APS REQUIREMENTS

All students must complete supervision and Arno Profile System (APS) requirements under an approved N.C.C.A. Clinical Supervisor.

Students **may not administer APS reports** until the Testing & Measurements course has been completed and supervisor authorization is granted.

SECTION A

INTERN TRACK REQUIREMENTS (DISCOUNTED)

This track applies only to approved Edify Counseling Group interns.

A1. Intern Tuition

- **\$175 per course**
 - **Total Tuition (8 courses): \$1,400**
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A2. Supervisor Responsibilities (Intern Track)

Initial Guidance & Onboarding

- Supervisor introduction and role clarification
 - Orientation to ethics, APS usage, and certification pathway
 - Authorization to begin APS administration after Testing & Measurements
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A3. Phase I Supervision – Intern Track

Requirements

- 3 hours of supervision
- Review of 10 APS reports (recommended batches: 3 + 3 + 4)
- APS interpretation training
- Review and approval of 50 N.C.C.A. Board Questions
- Submission of Phase I Verification of Completion

Fees

- Supervision: $\$25/\text{hour} \times 3 = \75
- APS Reports: $10 \times \$20 = \200

Total Phase I Supervision Cost (Intern): \$275

A4. Phase II Supervision – Intern Track

Requirements

- 3 additional hours of supervision
- Review of 15 APS reports (recommended batches: 5 + 5 + 5)
- Advanced APS interpretation and counseling application
- Submission of Phase II Verification of Completion

Fees

- Supervision: $\$25/\text{hour} \times 3 = \75
- APS Reports: $15 \times \$20 = \300

Total Phase II Supervision Cost (Intern): \$375

A5. Intern Certification Checklist

- 8 courses completed
- 6 total supervision hours completed
- 25 APS reports completed
- 50 Board Questions approved
- Supervisor recommendation submitted



SECTION B

STANDARD STUDENT REQUIREMENTS (NON-INTERN)

This track applies to all non-intern students.

B1. Standard Tuition

- **\$299 per course**
 - Total Tuition (8 courses): **\$2,392**
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B2. Supervisor Responsibilities (Standard Track)

Initial Guidance & Onboarding

- Supervisor introduction and role clarification
 - Orientation to ethics, APS usage, and certification pathway
 - Authorization to begin APS administration after Testing & Measurements
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B3. Phase I Supervision – Standard Track

Requirements

- 3 hours of supervision
- Review of 10 APS reports (recommended batches: 3 + 3 + 4)
- APS interpretation training
- Review and approval of 50 N.C.C.A. Board Questions
- Submission of Phase I Verification of Completion

Fees

- Supervision: $\$50/\text{hour} \times 3 = \150
- APS Reports: $10 \times \$30 = \300



Total Phase I Supervision Cost (Standard): \$450

B4. Phase II Supervision – Standard Track

Requirements

- 3 additional hours of supervision
- Review of 15 APS reports (recommended batches: 5 + 5 + 5)
- Advanced APS interpretation and counseling application
- Submission of Phase II Verification of Completion

Fees

- Supervision: \$50/hour × 3 = \$150
- APS Reports: 15 × \$30 = \$450

Total Phase II Supervision Cost (Standard): \$600

B5. Standard Student Certification Checklist

- 8 courses completed
 - 6 total supervision hours completed
 - 25 APS reports completed
 - 50 Board Questions approved
 - Supervisor recommendation submitted
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4. CERTIFICATION & LICENSURE OUTCOMES

Certification level is determined by the student's highest earned degree:

- Certified Pastoral Counselor – High School / GED
- Licensed Pastoral Counselor – Bachelor's Degree
- Licensed Clinical Pastoral Counselor – Master's Degree
- Licensed Clinical Pastoral Counselor (Advanced) – Doctorate

Optional: Certified Temperament Pastoral Counselor (additional N.C.C.A. fee; Bachelor's degree minimum)



5. REQUIRED FORMS (ALL STUDENTS)

- Verification of Completion – Phase I
 - Verification of Completion – Phase II
 - Three Reference Forms
 - Ministerial Credentials
 - Resume or Biosketch
 - Personal APS Report
 - N.C.C.A. Code of Ethics (Signed)
 - Responses to 50 Board Questions
 - National Background Screening (Phase II)
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6. IMPORTANT POLICIES

- APS administration is prohibited prior to Testing & Measurements completion
 - Supervision fees are separate from tuition
 - All documentation must be submitted as a complete package
 - Incomplete submissions delay certification
 - Ethical violations may result in dismissal
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7. FINAL STATEMENT

Edify University exists to train ethical, competent, and spiritually grounded counselors. Enrollment constitutes agreement with all academic, ethical, and supervision requirements outlined in this handbook.