**How-To Add a Professional Counselor to CedarCreek Counselor Referral List**

**Nov 2020**

The following process needs to be completed for a counselor to be approved and added to the list. Only professional counselors are on this referral list.

Process:

1. Counselor identified - this happens either because the counselor self-identifies that they would like to be placed on our referral list or staff team identifies a potential counselor to be added
2. Counselor is provided link to digital application to complete.
   * The application link is <https://rock.cedarcreek.tv/page/822> and is also available on CreekHelp.
3. Complete Counselor Interview for approval
   * This is required for each counselor
   * This is a webform available on CreekHelp
   * Recommend campus pastor or leadership team member conducts interview
4. If approved, request addition to Counselor Referral List to Sr Dir of Next Steps.
5. Counselor name and information will be provided to Exec Board to approve.
6. Referral list is reviewed and updated every 6 months.