

FORM 2—Application for Certification of Deans

(A member of the Education and Leadership Ministries, National Council of Churches)
As authorized by the Division of Christian Education Accreditation and Credentials
of the Sunday School Publishing Board, National Baptist Convention, USA, Inc.

This form must be submitted along with a Form 1—Accreditation of Christian Leadership School application and Form 25—Financial Worksheet to the Christian Education division ninety days prior to the beginning of the school.

NOTE TO DEANS AND MENTORING DEANS: This form must be signed and approved by the mentoring dean and should arrive at the Christian Education Division ninety days prior to the beginning of the school. Failure to make prompt submissions could result in the school **not being accredited**. The dean certification is for five years, and upon expiration of that term, the dean must recertify. A dean's certificate is available upon request (see Form 25).

The following requirements must be met before completing this Form (do not go any further until requirements are met):

- ___ Courses 2099A–D (attach copies of all course cards)
- ___ Form 3—Dean's Internship Evaluation
- ___ COPP Diploma (attach copy of diploma, if applicable or submit approved transcript evaluation)
- ___ Official appointment letter as Dean of CLS (submit a copy of letter)
- ___ Three (3) letters of recommendation
- ___ *Informer* subscription current or subscription application included with fees.

PART 1

Name (Click on arrow to select title): _____

Address: _____ City _____ State _____ Zip Code _____

Phone #: Home (_____) _____ Cell (_____) _____ Work (_____) _____

E-mail Address: _____

Your Church Home _____ District Association _____

State Convention _____ National Convention _____

Is *Informer* Subscription Current? ___ Yes ___ No Expiration Date ___/___/___ (If no, please include appropriate fee)

PART 2

1. Have you received the COPP Diploma? ___ Yes ___ No. If yes, attach copy of diploma, or highest Certificate of Progress awarded.

Have you graduated from college? ___ Yes ___ No Have you graduated from seminary? ___ Yes ___ No

If your college training has not been in the area of religion, what courses in Bible, theology, church history, etc. have you taken in preparation for this work? Please list courses below.

Course # and Title _____ School _____ Date Taken ___/___/___

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2. College/Seminary/Bible College/Graduate School/Other (List in chronological order, and attach copy of most recent degree).

Name of College _____ Year of attendance _____

Area of Concentration _____ Degree _____

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PART 3

1. Have you recently served in an accredited school as an assistant to the dean? ___ Yes ___ No If yes, list school and dates below: Name of school _____ School No. _____
Dates _____ Dean's name _____

2. In what capacities do you serve, or have you previously served, in your church? _____

PART 4

1. According to chapters 2 and 3 in the *Christian Leadership School Manual*, what are the duties of a dean?

2. In what ways are instructors secured and trained for Christian Leadership Schools?

3. What techniques will you use to solicit cooperation for your school from the church and community?

4. How do you plan to finance this leadership school?

I hereby approve the application of (applicant's name) _____

As dean of (name of school) _____

Signed: _____ Date ____/____/____
Pastor/District Moderator/State President

Signed: _____ Date ____/____/____
Mentoring Dean

Please complete this financial section:

Appropriate fees must accompany this form. Please do not send cash! Do not staple or tape checks!

Fees included with this application: Certification \$ _____ Informer \$ _____ Total \$ _____

Please list method of payment for this application. Make checks payable to: **The Division of Christian Education**

Check No. _____ Money Order No. _____ Cashier Check No. _____

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Submit to:

The Division of Christian Education Accreditation and Credentials
Sunday School Publishing Board, National Baptist Convention, USA, Inc.
330 Charlotte Avenue, Nashville, Tennessee 37201-1188