

# FORM-25 Financial Worksheet

As authorized by the Division of Christian Education Accreditation and Credentials  
of the Sunday School Publishing Board, National Baptist Convention, USA, Inc.

**Submit form to:** Division of Christian Education, 330 Charlotte Avenue, Nashville, Tennessee 37201-1188  
(Please submit this form with each School, *Informer*, COPP, Specialization, Dean, and Instructor application.)

**Name of School:** \_\_\_\_\_ **Dean:** \_\_\_\_\_

**Date of School:** From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ **Date Submitted:** \_\_\_/\_\_\_/\_\_\_

Applications submitted after school start date will be returned.

| Item No.   | Item Description   | Qty | CLS Fee     | *Fee When CLS is Late | Total |
|--|--|-----|-------------|-----------------------|-------|
| <b>Forms to be submitted by a Certified Dean</b> |  |     |             |                       |       |
| 1  | Form 1 (1-5 Classes)   |     | \$100.00    | \$150.00              |       |
| 2  | Form 1 (6-10 Classes)  |     | \$135.00    | \$180.00              |       |
| 3  | Form 1 (11-15 Classes)   |     | \$175.00    | \$250.00              |       |
| 4  | Form 1 (16-20 Classes)   |     | \$200.00    | \$300.00              |       |
| 5  | Form 1 (21-30 Classes)   |     | \$250.00    | \$375.00              |       |
| 6  | Form 1 (31-40 Classes)   |     | \$325.00    | \$450.00              |       |
| 7  | Form 1 (Over 40 Classes)   |     | \$8.50 ea   | \$11.75 ea            |       |
| 8  | Form 2-Dean Certification Application (New Dean)                           |     | \$50.00     |                       |       |
| 9  | Dean's Certificate   |     | \$15.00     |                       |       |
| 10   | Form 4-Dean's Re-certification Application                                 |     | \$35.00     |                       |       |
| 11   | Form 5-Application for Certification of Instructors (1 <sup>st</sup> time) |     | \$35.00     |                       |       |
| 12   | Form 5 (each new course for certified instructors )                        |     | \$10.00     |                       |       |
| 13   | Form 6-Application Re-certification of Instructors                         |     | \$10.00     |                       |       |
| 14   | Form 12-COPP Admissions Application  |     | \$25.00     |                       |       |
| 15   | Form 13-COPP Application Phases 1-3  |     | \$80.00 ea  |                       |       |
| 16   | Form 13-COPP Phase 4/Diploma   |     | \$90.00     |                       |       |
| 17   | Form 17-Specialization Admissions Application                              |     | \$25.00     |                       |       |
| 18   | Form 19-Specialization Completion Form                                     |     | \$85.00     |                       |       |
| 19   | Course Cards   |     | \$0.10 ea   |                       |       |
| <b>General Submission</b>                        |  |     |             |                       |       |
| 20   | Form 14-Pastor's Alternative for Teacher Program                           |     | \$125.00    |                       |       |
| 21   | Form 15-Pastor's Advanced Training Enrollment                              |     | \$50.00     |                       |       |
| 22   | Form 16-Pastor's Advanced Course Completion Phases 2-4                     |     | \$100.00 ea |                       |       |
| <b>Informer Subscription Application</b>         |  |     |             |                       |       |
| 23   | One Year   |     | \$30.00     |                       |       |
| 24   | Two Years (discount price)   |     | \$49.00     |                       |       |
| 25   | Three Years (discount price)   |     | \$74.00     |                       |       |
| 26   | Five Years (discount price)  |     | \$122.00    |                       |       |
| <b>Merchandise</b>                               |  |     |             |                       |       |
| 27   | CLS Forms on CD  |     | \$10.00 ea  |                       |       |
| 28   | Course/Instructor Cards and/or Certificate Replacement                     |     | \$10.00 ea  |                       |       |
| 29   | <b>Total</b>   |     |             |                       |       |

**\*NOTE:** Your CLS package must be postmarked no later than 90 days prior to the start date of the school. A late fee is imposed for processing a school that does not meet the scheduled deadline.

**Important Notice:** You *must* complete the **financial section** on each application, including the *Informer* subscription application. This is necessary when submitting multiple checks. Make all checks payable to the Division of Christian Education. There will be a \$25 fee on all returned checks. Do not staple or tape checks. All prices are effective December 1, 2010. Prices are subject to change without notice.

**To order CLS materials such as CLS Manuals, textbook guide, or course textbooks, contact Customer care at 1-800-359-9398 or visit our Web site at [www.sspbnbc.com](http://www.sspbnbc.com).**