

# FORM 5—Application for Certification of Instructors

(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.

Please check one:

- FIRST TIME INSTRUCTOR**—First-time instructors must answer all questions and entries. Failure to answer all questions will result in the return of the application. Certification of instructors is given only on the basis of information supplied herein. Submit with this application a copy of course cards for Courses 2023 “Creative Ways of Teaching” and 9008 “Public Speaking,” and a copy of your Phase 1 certificate. If using the alternative requirements, submit a copy of your Pastor’s Alternative certificate or your transcript evaluation. If applying to teach a course in Specialization, you must submit a copy of your COPP diploma or a copy of your Bible/seminary degree. If applying to teach a course in the Pastor’s Advanced Training Program, you must submit a copy of your Bible/seminary degree.
- CERTIFIED INSTRUCTOR APPLYING TO TEACH A NEW COURSE**—If you are already a certified instructor (have an ID number) applying to teach a new course, you only have to complete your name and address in section I and all of sections II, IV and V. Certification for each course is given for a five-year period; at the end of the five-year period, the certification must be renewed.

All instructor applications must be submitted with a Form 1—Accreditation of Christian Leadership School application, and a Form 25—Financial Worksheet and must reach our office **ninety days** prior to the school start date. All applications must be typed.

All instructors must be current subscribers to the *Informer*. If not, an *Informer* subscription application must be submitted with fees.

Instructor ID# (if applicable) \_\_\_\_\_

Course # \_\_\_\_\_ Name of Course \_\_\_\_\_

## I. GENERAL INFORMATION

Name (Click on arrow to select title): \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: Home (\_\_\_\_\_) \_\_\_\_\_ Daytime (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Your church home: \_\_\_\_\_ City/State: \_\_\_\_\_

Other affiliations: \_\_\_\_\_  
District Association                      State Convention                      NBC, USA, Inc.    Other  
National Convention

## II. CHRISTIAN LEADERSHIP SCHOOL INFORMATION

When and where will you teach this course? Date \_\_\_/\_\_\_/\_\_\_ City/State \_\_\_\_\_

Name of School: \_\_\_\_\_

Dean of School: \_\_\_\_\_

For certification only. (Instructor will not be teaching this course in this school, but is being certified for future CLS.)

## III. APPLICANT’S HIGHEST ATTAINMENT IN ACADEMIC/THEOLOGICAL EDUCATION (First time Instructor only)

High School: \_\_\_\_\_ College: \_\_\_\_\_

Seminary: \_\_\_\_\_ COPP/Other: \_\_\_\_\_

Years in Attendance: (College): \_\_\_\_\_ Degree(s): \_\_\_\_\_ (Seminary): \_\_\_\_\_ Degree(s): \_\_\_\_\_

## IV. PLANS FOR TEACHING THIS COURSE

a. Textbook/Author \_\_\_\_\_

- b. Additional reference books used \_\_\_\_\_
- c. What do you hope for your students to accomplish as a result of this course?  
\_\_\_\_\_  
\_\_\_\_\_
- d. What will the students be empowered to do as a result of this course?  
\_\_\_\_\_  
\_\_\_\_\_
- e. What method will you use to discover the interests and needs of your students, as well as to move them toward the objectives of the course?  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor's Agreement**

I agree to instruct the designated course according to the guidelines as described in the *Christian Leadership School Manual*. I will provide instruction for ten fifty-minute sessions. I understand that I have no authority to assign a substitute instructor for any of the instructional periods. I agree to use the CLS-approved textbook(s) listed above or the substitute textbook approved by the Division of Christian Education of the Sunday School Publishing Board. I agree to follow the instructions of the dean, including attending required meetings prior to the beginning of the CLS and completing and submitting a Form 8—Class Attendance Record to the dean at the close of the school. I understand that a grievance may be filed in the event that I fail to meet the conditions of this agreement.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

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 the 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**  
330 Charlotte Avenue, Nashville, Tennessee 37201-1188

**V. LESSON PLANS FOR THIS COURSE**

In the appropriate spaces designating hours of teaching (fifty minutes of teaching for each hour), write down the topics to be covered and the plans by which the course objectives will be reached. The lesson plan for each hour is to include both a summary of topics to be covered and the methodology to be used (not just an outline of the chapters in the textbook). The instructor should include in the entry of each day's plan the assignments to be made to students in order to fulfill their ten hours of out-of-class activities. These activities include reading, papers, projects, and other assignments designated to arrive at the objective(s) of the course. For the standard course of instruction, complete hours one through ten. Failure to complete ten (10) hours of lesson plans will result in the application being returned. The dean is responsible for oversight of the teaching process, so it is important to read and critique the lesson plans.

**\*We will no longer accept "Lecture/Discussion" as a teaching method or procedure; please be creative.**

**NOTE:** Provide specifics on topic and methodology: e.g., Course 1007: Introduction to the Old Testament—Hour 1; Line one Topic “The Creation” (list Scripture and/or textbook references); Methodology—Teach on the six days of Creation and brief class discussion on the meaning of “order out of chaos.” Include student assignments and out-of-class activities.

Hour	Topic (provide specifics along with Scripture and/or textbook references).	Methodology/Procedure (include assignments and out-of-class activities designated to arrive at the objective of the course).
1		
2		
3		
4		
5		
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8		
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Approved by: \_\_\_\_\_ / / \_\_\_\_\_  
 Dean's Signature Date