

# 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 Recertification 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 Recertification of Instructors		\$10.00		
14	Form 12-COPP Admissions Application		\$15.00		
15	Form 13-COPP Application Phases 1-3		\$60.00 ea		
16	Form 13-COPP Phase 4/Diploma		\$70.00		
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	Replacement Course/Instructor Cards and/or Certificate		\$10.00 ea		
29	*Transcript Evaluation Fee		\$5.00		
<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. \*Transcript Evaluation fee added.

**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 went into effect January 1, 2016. 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).**