

# FORM 6—Application for Recertification 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.

All questions and entries on this application must be answered. Failure to answer all questions will result in the return of the application. Recertification of instructors is given only on the basis of information supplied herein. Recertification for each course is given for a five-year period; at the end of the five-year period, the certification must be renewed. This form 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.**

Instructors are required to complete Course 2097 “Rethinking Christian Education for Contemporary Innovations” once every five years. Please include a copy of your 2097 course card with this application. Your *Christian Education Informer* subscription must be current or include an *Informer* subscription application with fees.

Instructor ID# \_\_\_\_\_

Course # \_\_\_\_\_ Course name \_\_\_\_\_

## I. GENERAL INFORMATION

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

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

Phone #: Work (\_\_\_\_\_) \_\_\_\_\_ Home (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

## II. CHRISTIAN LEADERSHIP SCHOOL INFORMATION

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

Name of school: \_\_\_\_\_

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

## III. COURSES/TRAINING ACTIVITIES

Course # and title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Where \_\_\_\_\_

Course # and title \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Where \_\_\_\_\_

Training \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Where \_\_\_\_\_

## 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?

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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?

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**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 Christian Education Division 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

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**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:

**Division of Christian Education Accreditation and Credentials**  
330 Charlotte Avenue, Nashville, Tennessee 37201-1188

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**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 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		
6		
7		
8		
9		
10		

**IMPORTANT NOTE:** If additional space is required for developing topic and methodology, submit a separate sheet indicating the hours as headings and topics and methodology as subheadings.

Approved: \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Dean's Signature Date