

FORM 2 ~ Dean Certification Form

(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.

Submit the Dean Certification Application, **Christian Leadership School Application, and the Financial Worksheet to the Christian Education division ninety days before 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 before 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 re-certify. A dean certificate is available upon request (see Financial Worksheet for fees).

Prospective Deans should meet the following requirements before completing this Form (Do not complete this form until you have met all requirements.)

- Complete Courses 2099A-D (attach copies of all course cards)
- Complete Dean's Internship Evaluation
- Complete COPP (Attach a copy of the COPP Diploma or submit an approved transcript evaluation.)
- Have an official appointment letter as Dean of CLS (Submit a copy of the letter to DCEAC.)
- Have three (3) letters of recommendation
- Have a current subscription to the Christian Informer or attach a subscription application included with fees.

PART 1

Name (Choose one: Rev., Dr., Dea., Mr., Mrs., Ms., Min.): _____

Address: _____ City _____ State _____ Zip Code _____

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

E-mail Address: _____

Your Church Home _____ District Association _____

State Convention _____ National Convention _____

Is your *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 a copy of the 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 the courses below.

Course # and Title _____ School _____ Date Taken _____

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2. List in chronological order the college, seminary Bible College and graduate schools you have attended. Attach a copy of the degree.

Name of College _____ Year of attendance _____

Area of Concentration _____ Degree _____

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