

# FORM 5 ~ Instructor 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.

Answer all questions and complete all entries. Failure to do so will result in the return of the application. Certification of instructors is given based on information supplied herein. Certification for each course is for five years. Instructors can renew their certification at the end of that period. Submit the *Instructor Certification Application* with an Accreditation of Christian Leadership School Application and a Financial Worksheet **ninety days** before the school start date. **Type all applications.**

**FOR FIRST TIME INSTRUCTORS ONLY** – First-time instructors should attach a copy of course cards for 2023 *Creative Ways of Teaching* and -9008 *Public Speaking* and a copy of your Phase One certificate. Pastors who took the PATC are to submit a copy of your Pastor's Alternative Certificate or your transcript from a Bible College, Seminary, or Divinity School for evaluation. If you are applying to teach a course in Specialization, you must send a copy of your COPP Diploma or a copy of your Bible/Seminary Degree. If you are applying to teach a course in the Pastor's Advanced Training Program, you must submit a copy of your Bible/Seminary Degree.

**All instructors must be current subscribers to the *Informer*. If not, submit a completed *Informer* subscription application with fees.**

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

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

## I. GENERAL INFORMATION

**Name:** \_\_\_\_\_

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

**Phone: Home:** \_\_\_\_\_ **Daytime:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

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

**Church Name:** \_\_\_\_\_

**Church Address:** \_\_\_\_\_

**Church E-mail (If known):** \_\_\_\_\_

**Other affiliations:** \_\_\_\_\_ **NBC-USA, Inc.** **Other** \_\_\_\_\_

District Association

State Convention

National Convention

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

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

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

**Dean's Address:** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_ **Zip Code** \_\_\_\_\_

## II. APPLICANT'S HIGHEST ACADEMIC ATTAINMENT (first-time Instructor only)

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

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

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