

FORM 1 ~ Christian Leadership School (CLS) Accreditation Form

As authorized by the Division of Christian Education Accreditation and
Credentials of the Sunday School Publishing Board,
National Baptist Convention, USA, Inc.

Submit forms to The Division of Christian Education, P. O. Box 70990, Nashville, Tennessee 37207-0990

The DCEAC will return the CLS packet if submitted after the school's start date.

INSTRUCTIONS (Please read carefully)

- 1) Give the complete information requested on each form in this school packet. Failure to provide all required information will delay the processing of your CLS package and may result in the return of your applications for total correction. **Type all applications.** Please complete the financial section at the end of each application; this is important when you are submitting multiple checks/money orders.
- 2) Please send a copy of your CLS packet to the state director for their records. Postmark your CLS packet at least 90 days before the start date of your school. Include the late fee with any CLS postmarked less than 90 days before the school start. The CLS is not guaranteed to be processed before the school starts if it is postmarked less than 90 days before the CLS start date.
- 3) Verify the instructor's certification for the course(s) they are listed to teach. Please include a copy of each instructor's current instructor certification card or a current list from our office. Submit an *Instructor Certification Form* or *Instructor Recertification Form* with appropriate credentials and proper fees if an instructor is not certified to teach the class listed.
- 4) Verify that all instructors are current subscribers to *The Christian Education Informer*. Please include a copy of the expiration label or a current list from our office. Submit a renewal application with fees for each instructor if they are not current subscribers.
- 5) Complete and attach a copy of the **Dean Certification Form** if you are a first-time dean. The mentoring dean must sign this application along with the certifying dean. Attach the **Dean Recertification Form** if you are recertifying. The state director must sign Dean Certification Form for first-time deans.

CLS Information

Name of School: _____

Location of School: _____

School Start Date: _____ School End Date: _____ Last school number: _____

Approximate No. of Students _____ Number of Course Cards _____ Have you had a school before? _____ Yes _____ No

What organization is sponsoring the school?

_____ Local Church _____ District Association _____ State Convention _____ National Baptist Convention _____ Other

CLS Dean: _____ CLS Dean No.: _____

Dean's Address: _____

E-mail Address: _____ Phone Number: _____

Alternative Phone Number: _____ Previous Certification _____ Yes _____ No

State Convention Information

State Convention: _____

State Convention President: _____

E-mail address: _____ Phone Number: _____

State Congress President: _____

E-mail address: _____ Phone Number: _____

State Director: _____

Address: _____

Email Address: _____ Phone Number: _____

List course numbers in ascending numerical order, e.g. (1001, 2058, 5020, etc.). List the course number and the course title, as shown in the *CLS manual*. Complete all entries. For schools with more than thirty-four (30) courses, make a copy of page 3 and continue the numbers in sequence, e.g. (37, 38, and attach that page to your CLS Accreditation Form).

| | Course No. | Course title on the first line Textbook title on the second line | Instructor's Name | Instructor ID | Expiration Date | Informer Expiration |
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| | Course No. | Course title on the first line Textbook title on the second line | Instructor's Name | Instructor ID | Expiration Date | Informer Expiration |
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Approved: _____
Dean's Signature

Date: _____

Approved: _____
Mentoring Dean's Signature

Date: _____

Did you send a copy of this CLS packet to the state director? ____ Yes ____ No

Financial Section

Please complete this section.

The fees included in this CLS packet.

CLS fees: _____ Course Cards: _____ Informers _____ Total: _____

Method of Payment

Make sure check amounts are correct. Do not send cash. Do not staple or tape check to this form.

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| Check No.: _____ | Money Order No.: _____ | Cashier's Check No.: _____ |
| Check No.: _____ | Money Order No.: _____ | Cashier's Check No.: _____ |
| Check No.: _____ | Money Order No.: _____ | Cashier's Check No.: _____ |
| Check No.: _____ | Money Order No.: _____ | Cashier's Check No.: _____ |