

## FORM 2 ~ Dean Certification Form

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).

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**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 CCE(P) (Attach a copy of the CCE(P) 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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Course # and Title \_\_\_\_\_ School \_\_\_\_\_ Date Taken \_\_\_\_\_

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 \_\_\_\_\_

Name of College \_\_\_\_\_ Year of attendance \_\_\_\_\_

Area of Concentration \_\_\_\_\_ Degree \_\_\_\_\_

### PART 3

1. Have you recently served in an accredited school as an assistant to the dean? \_\_\_\_ Yes \_\_\_\_ No If yes, list school and dates below. Name of school \_\_\_\_\_ School No. \_\_\_\_\_  
Dates \_\_\_\_\_ Dean's name \_\_\_\_\_
2. In what capacities do you serve, or have you previously served, in your church? \_\_\_\_\_

### PART 4

1. According to chapters 2 and 3 in the Christian Leadership Manual, what are the duties of a dean?  
\_\_\_\_\_  
\_\_\_\_\_
2. In what ways are instructors secured and trained for Christian Leadership Schools? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. What techniques will you use to solicit cooperation for your school from the church and community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. How do you plan to finance this leadership school? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby approve the application of (applicant's name) \_\_\_\_\_

As dean of (name of school) \_\_\_\_\_

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Pastor/District Moderator/State President

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Mentoring Dean

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#### Please complete this financial section:

Send the appropriate fees with 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**  
Sunday School Publishing Board, National Baptist Convention, USA, Inc.  
P. O. Box 70990 ~ Nashville, Tennessee 37207-0990