

FORM 5 ~ Instructor Certification Form

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 CCE 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: _____ CCE(P)/Other: _____

Years in Attendance: (College): _____ Degree(s): _____ (Seminary): _____ Degree(s): _____

III. CHRISTIAN LEADERSHIP EDUCATION EXPERIENCE

What experiences have you had in Christian education? Please include teaching, training you have received, and training you have done.

IV. PLANS FOR TEACHING THIS COURSE

Provide detailed answers to the questions below.

What is your philosophy for teaching?

What is your philosophy for learning?

Describe the methods you are most comfortable with when teaching.

How will you incorporate new technology into your teaching?

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 recommended by the Division of Christian Education Accreditation and Credentials of the Sunday School Publishing Board. I agree to follow the instructions of the Dean, including attending required meetings before the beginning of the CLS and completing and submitting a *Class Attendance Record* to the Dean at the close of the school. I understand a grievance may be filed in the event I fail to meet the requirements of this agreement.

Instructor's Signature

Date

Please complete the 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. _____

Check No. _____ Money Order No. _____ Cashier Check No. _____

Submit to:

Division of Christian Education Accreditation and Credentials

P. O. Box 70990 ~ Nashville, Tennessee 37207-0990

V. LESSON PLANS FOR THIS COURSE

In the appropriate spaces designating teaching hours (fifty minutes of teaching for each hour), write 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 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 the topic and methodology, submit a separate sheet indicating the hours as headings and topics and methodology as subheadings.

Approved by: _____ Dean's Signature _____ / / _____ Date