

FORM 6 ~Instructors Recertification 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 and is to be renewed at the end of that period. Submitted this form with a Form 1-Accreditation of Christian Leadership School application and a Form 25-Financial Worksheet and must reach our office **ninety days** before the school start date. **Type all applications.**

Instructors are required to complete course 2097, *"Rethinking Christian Education: Contemporary Innovations,"* as a part of the recertification. Please include a copy of your 2097 course card with this application. Your Christian education *Informer* subscription must be current or include an *Informer* subscription application with fees.

Instructor ID# _____

Course # _____

Course name _____

I. GENERAL INFORMATION

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

Address: _____ City _____ State _____ Zip Code _____

Phone #: Work (____) _____ Home (____) _____ E-mail _____

Your church home: _____ City/State: _____

Other affiliations: _____
District Association State Convention NBC-USA, Inc. Other _____
National Convention

When and where will you teach this course? Date ____/____/____ City/State _____

Name of school: _____ Address _____

Dean of School: _____

Dean's Address: _____ City _____ State _____ Zip Code _____

II. EXPERIENCE IN CHRISTIAN LEADERSHIP EDUCATION IN THE PREVIOUS FIVE YEARS

List all recently read material (books, magazines, etc.) pertaining to this course:

III. COURSES/TRAINING ACTIVITIES

Course # and title _____ Date ____/____/____ Where _____

Course # and title _____ Date ____/____/____ Where _____

Training _____ Date ____/____/____ Where _____

VI. PLANS TO TEACH THIS COURSE

a. Textbook/Author _____

b. Additional reference books used _____

c. What do you expect the student to be able to do after taking this course?

- d. What teaching to help student achieve the objectives of the course?

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 Christian Education Division 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 FORM-8 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 conditions of this agreement.

Instructor's Signature

____/____/____
Date

Please complete this 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 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
Division of Christian Education, P. O. Box 70990 Nashville, TN 70990-0990

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: _____
 Dean's Signature _____ Date _____