

Church or ministry that invites staff and/or key leaders to enrich their ministry by investing in formal theological training. Church or ministry also hosts local meetings of students who are taking courses together to discuss what they are learning and how it applies to local church or ministry context.

STEP	COMPLETE
<b>1</b> Identify staff/leaders who might be better equipped to serve in their ministries through formal theological education.	○
<b>2</b> Explore TEDS Certificate options at <a href="https://www.tiu.edu/divinity/certificates/">https://www.tiu.edu/divinity/certificates/</a> .	○
<b>3</b> Discuss course modality preferences of staff/leaders (residential/in person AND/OR asynchronous/fully online).	○
<b>4</b> Account for time allocation for staff/leaders to pursue theological education. TEDS courses are typically 2 credit hours per course and 8 weeks in length. A typical 2 credit hour, 8 week course is approximately 6–8 hours per week of study outside of the lecture videos and other course materials each week.	○
<b>5</b> Plan pace of study for staff/leaders. A 12 credit hour certificate can be completed in one year if a student takes one 2 credit hour course per 8 week subterm for Fall, Spring, and Summer.	○
<b>6</b> Determine church budget (if any) to support staff/leader theological education. <b>Certificate Pricing:</b> <input type="radio"/> Credit hours 1-12: \$185 per credit hour <input type="radio"/> Credit hours 13-24: \$350 per credit hour <input type="radio"/> Credit hours 25 and above: Standard + any tuition discounts (EFCA Pastor rebate 50%, etc.)	○
<b>7</b> Contact Director of Church Relations, Bill Yaccino (wgyaccino@tiu.edu), to discuss which partnership model and certificate(s) might be best for your church or ministry.	○
<b>8</b> Choose subterm starting point (Aug, Oct, Jan, Mar, May, Jul).	○
<b>9</b> Inform your staff/leaders of the new partnership with TEDS to invest in their theological/ministry development and growth. Desire is to have a group of staff/leaders taking the same courses at the same time for collaborative learning that will benefit the local church/ministry context.	○
<b>10</b> (If desired) TEDS Director of Church Relations meets in person or via Zoom to present certificates, share what being a student at TEDS is like, describe next steps, and answer questions from staff/leaders.	○
<b>11</b> Identify church/ministry liaison to coordinate aspects of the collaboration with TEDS.	○
<b>12</b> Church/ministry liaison will work with TEDS Admissions to create a fast track application that is specific to the church/ministry.	○
<b>13</b> Church/ministry will communicate with staff/leaders about admissions process using the fast track application.	○
<b>14</b> Church/ministry will determine local meeting schedule for students working through coursework together (if desired). These meetings do not count or are required as part of the TEDS course, but they may be required by the local church/ministry.	○

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<p><b>15</b> Staff/leaders <a href="#">complete TEDS online application</a>.  <b>Application involves the following:</b></p> <ol style="list-style-type: none"> <li>1. Create an account with TEDS.</li> <li>2. Complete application with personal background, academic history, etc.</li> <li>3. Request transcripts from previous education.</li> <li>4. Give testimony of Christian faith.</li> <li>5. Communicate brief statement of vocational goals.</li> </ol>	○
<p><b>16</b> Admissions will contact church/ministry liaison to confirm that the applicant is a member of the church/ministry and approved to do the Certificate. This serves as the "recommendation letter" for Admissions.</p>	○
<p><b>17</b> If approved by the church/ministry liaison, Admissions will contact the staff/leader about acceptance into the Certificate program of choice.</p>	○
<p><b>18</b> The student will be assigned to an academic advisor.</p>	○
<p><b>19</b> Student will receive credentials from TEDS for email, library access, myTIU portal, Canvas, etc.</p>	○
<p><b>20</b> Student will register for course(s) in the desired starting subterm.</p>	○
<p><b>21</b> Student will begin course(s) in the desired starting subterm.</p>	○
<p><b>22</b> Church/ministry will host scheduled local meetings for students from their church/ministry taking courses at TEDS (if desired.)</p>	○