

Church or ministry that has a new or existing "school of ministry" or residency/intern program and would like to offer a few in person courses at a local church/ministry location while students complete the remaining courses for their program online.

STEP		COMPLETE
1	Identify staff/leaders who might be better equipped to serve in their ministries through formal theological education.	<input type="radio"/>
2	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 8–12 hours per week of study outside of the lecture videos and other course materials each week.	<input type="radio"/>
3	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.	<input type="radio"/>
4	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.)	<input type="radio"/>
5	Explore TEDS Certificate options at <a href="https://www.tiu.edu/divinity/certificates/">https://www.tiu.edu/divinity/certificates/</a> .	<input type="radio"/>
6	Contact Director of Church Relations, Bill Yaccino (wgyaccino@tiu.edu), to discuss what it might look like to offer in person courses at local church/ministry.	<input type="radio"/>
7	TEDS will assess financial feasibility of in person teaching at the church/ministry location and communicate to the church/ministry any assumption of cost to operate in person courses.	<input type="radio"/>
8	Determine with TEDS Dean's Office which courses for which certificate might be offered in person at the local church/ministry and which courses students would take online to complete the certificate. Local church/ministry affirms consistent availability of classroom space with sufficient internet, tech support, tables, chairs, etc.	<input type="radio"/>
9	TEDS and church/ministry work on Memorandum of Understanding regarding partnership, local course and accreditation costs, tuition revenue, local promotion of course, etc.	<input type="radio"/>
10	Choose subterm starting point (Aug, Oct, Jan, Mar, May, Jul).	<input type="radio"/>
11	For local in-person courses, church/ministry and TEDS identify potential local adjunct pastors or professors who have a DMin or PhD or significant experience/achievement (usually at least 10 years or more). TEDS works to have potential faculty approved by appropriate department(s) for specific course offerings. If approved, local adjuncts submit CV/transcripts to Dean's Office, and IT grants credentials for TIU email, Canvas, etc.	<input type="radio"/>
12	Decide which course(s) will be offered locally in which subterm(s). Add local course(s) to TEDS Draft Schedule and actual schedule when registration opens.	<input type="radio"/>
13	TEDS works with the state Department of Education in which the church/ministry resides to gain approval for local course offerings.	<input type="radio"/>

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<b>14</b> TEDS works with appropriate accreditation agencies (if necessary) to gain approval for local course offerings.	○
<b>15</b> Identify church/ministry liasion to coordinate ongoing aspects of the partnership with TEDS.	○
<b>16</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>17</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>18</b> Church/ministry liasion will work with TEDS Admissions to create a fast track application that is specific to the church/ministry.	○
<b>19</b> Church/ministry will communicate with staff/leaders about admissions process using the fast track application.	○
<b>20</b> (If desired) Church/ministry will determine local meeting schedule for students working through online coursework together. These meetings do not count or are required as part of the TEDS course, but they may be required by the local church/ministry.	○
<b>21</b> Staff/leaders <b><u>complete TEDS online application.</u></b> <b>Application involves the following:</b> <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>	○
<b>22</b> Admissions will contact church/ministry liasion 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.	○
<b>23</b> If approved by the church/ministry liasion, Admissions will contact the staff/leader about acceptance into the Certificate program of choice.	○
<b>24</b> The student will be assigned to an academic advisor.	○
<b>25</b> Student will receive credentials from TEDS for email, library access, myTIU portal, Canvas, etc.	○
<b>26</b> Student will register for course(s) in the desired starting subterm.	○
<b>27</b> Student will begin course(s) in the desired starting subterm.	○
<b>28</b> Church/ministry will host scheduled local meetings for students from their church/ministry taking courses at TEDS (if desired.)	○