



Christian Life School of Theology Global

**DISTANCE EDUCATION
STUDENT HANDBOOK
2016-17**



From the President

Thank you for your interest in the Christian Life School of Theology Global (CLST Global), and our Distance Education (DE) Program. Our school is dedicated to assisting everyone interested in learning the Word of God. We are ready to assist you in every way we can to help you reach your personal growth and ministry training goals.

Christian Life School of Theology Global is a ministry for the sake of God's Kingdom. Our primary commitment is to serve the twenty-first century church with unmatched opportunities for spiritual formation, ministerial training, leadership development, and adult Christian education. We accomplish this by providing a quality and affordable theological education. Our goal is to equip and empower a Christian man or woman to be capable of serving Christ in an exemplary and effective manner in any walk of life in today's world. Today, our "school without walls" has thousands of students throughout the United States and the world. We are pleased to bring the school to your home through distance education.

This Distance Education Student Handbook provides a description of the options available to you as a student. You will also find the various administrative forms you might need at the end of this Handbook. The information in Handbook will enable you to register, order your first course and get started on your program of study. The CLST Global Catalog contains a complete list of all our courses and programs as well as education policies. (The Catalog is available on our web site.)

We look forward to a long and fruitful partnership with you. Our prayers are that God will richly bless you and cause your studies to bear fruit in keeping with His purposes for your life.

Sincerely,

Randal S. Langley, D.Min.
President
Christian Life School of Theology Global (CLST Global)

Introduction to CLST Global

Vision & Mission

Vision. To be the premier global provider of Christian higher education programs and resources.

Mission. To provide the best Bible, theology, ministry and leadership training resources; thereby offering quality, flexible and affordable education to students and schools globally.

Core Values:

Quality. A commitment to providing the very best Christian higher education resources and programs from the best instructors.

Flexibility. A commitment to provide customizable education solutions for every local church, ministry and student.

Affordability. A commitment to keeping costs low while providing a source of funding for participating programs.

CLST Global Accreditation and Authorization

Christian Life School of Theology Global has met the requirements for exemption from applicable Georgia law as a religious institution under the provision of the Post-secondary Educational Authorization Act, Georgia Code 20-3-100 et seq. As a result, CLST Global awards a variety of Ministry Certificates, Diplomas and Degrees ranging from an Associate of Theology through a Doctor of Sacred Studies.

CLST Global is a member of the International Association of Bible Colleges and Seminaries. The IABCS is a standards-based certification association registered as an accreditation body. The IABCS provides certification that CLST Global adheres to standardized operating requirements in keeping with, and acceptable to, other institutions of higher education. Membership allows CLST Global to maintain its evangelical integrity, while operating according to the highest academic standards. You can view additional information about IABCS at <http://iabcs.org/index.htm>.

CLST Global is a member of the Academic Council for Educational Accountability (formerly known as the Apostolic Council for Educational Accountability). ACEA was founded by Dr. C. Peter Wagner (a member of the CLST Global faculty) to provide academic credibility through accountability and association. ACEA is a network of Christian education and Christian training programs and schools. Information about ACEA is available at <http://www.acea-schools.org/index.html>.

CLST Global is a member of the Association of Christian Schools International (ACSI) and is approved by ACSI to issue Continuing Education Units (CEU) to CLST Global students. This means that CLST Global courses are recognized by many Christian schools for meeting their teachers' continuing education requirements. ACSI is the largest provider of programs and

services to Christian schools in the world and serves thousands of pre-school, elementary, and secondary institutions. Contact your local school district for applicable guidelines. More information about ACSI can be obtained from their website: <http://acsi.org>.

CLST Global is a member of the Association of Christian Distance Education (ACCESS). The mission of ACCESS is to provide leadership in the field of Christian distance education. <http://accessed.org>.

Transferability of CLST Global Coursework

Existing and potential students often contact CLST Global asking about its accreditation. What they often mean, however, is whether or not CLST Global completion units are transferable. There is a difference with an entity that abides by a set of standards: i.e. accreditation, and transferability of completed course work.

CLST Global students have successfully transferred CLST Global completion units to many schools around the country, either by means of an assessment of prior learning or a specific articulation agreement. Every transfer, however, is at the full discretion of the receiving school. They decide if and how CLST Global completion units will contribute to the goal(s) of their program. It is important to remember that CLST Global completion units represent theological training and ministerial preparation. Not all schools are theologically friendly. A college of business, nursing, or education may not find that theological coursework will complement or transfer into their program. For this reason, it is very important that students begin with the end in mind. However, Christian universities often have a required “Bible core” for all majors. CLST Global completion units may transfer into that “core.” For a list of accredited colleges and universities that have an articulation agreement with CLST Global, contact the administrative offices.

BIBLICAL FOUNDATIONS STATEMENT

We believe that the Bible is God's Word. It is accurate, authoritative and applicable to our every-day lives.

We believe in one eternal God who is the Creator of all things. He exists in three Persons: God the Father, God the Son and God the Holy Spirit. He is totally loving and completely holy.

We believe that the Lord Jesus Christ as both God and man is the only One who can reconcile us to God. He lived a sinless and exemplary life, died on the cross in our place, and rose again to prove His victory and empower us for life.

We believe that in order to receive forgiveness and the "new birth" we must repent of our sins, believe in the Lord Jesus Christ, and submit to His will for our lives.

We believe that in order to live the holy and fruitful lives that God intends for us, we need to be baptized in water and be filled with the power of the Holy Spirit. The Holy Spirit enables us to use spiritual gifts.

We believe that God has individually equipped us so that we can successfully achieve His purpose for our lives which is to worship God, fulfill our role in the Church and serve the community in which we live.

We believe that God wants to heal and transform us so that we can live healthy and prosperous lives in order to help others more effectively.

We believe that our eternal destination of either Heaven or hell is determined by our response to the Lord Jesus Christ.

We believe that the Lord Jesus Christ is coming back again as He promised.

STANDARDS OF CONDUCT

Christian Life School of Theology Global and the Christian Life Educators Network is a community of Christian believers who confess and follow Jesus Christ as Lord and Savior. The community is expected to uphold the Word of God and apply biblical standards of morality and integrity in life. Faculty, students and member schools are expected, therefore, to conduct themselves in a manner in keeping with Christian decorum and testimony. This involves embracing attitudes and actions the Bible identifies as virtuous and avoiding attitudes and actions the Bible identifies as sinful. They must abide by all published policies and regulations prescribed by the institution. They must also abide by applicable local, state, and federal laws.

Distance Education Options

Individual students not affiliated with a local Christian Life Educators Network member school can take courses as a Distance Education (DE) student. A DE student may enroll as a student by submitting an application directly to the CLST Global office.

As a Distance Education student you can order courses in the following formats:

Learning Packet. This Packet includes the course Syllabus/Study Guide, a textbook, the exam document and the Scantron answer sheet. You will also need to order a copy of the Video Compact Disc (VCD) or the audio compact disc (MP3-CD) for the course. (There is an additional fee for the VCD or MP3 media.) After completing the course an examination will be sent to the student, to be completed and sent back to the CLST Global office. The exam may also be taken online.

Class on a Flash (Drive). DE students can also order complete course materials on a flash drive. The flash drive contains both a PDF and a Word DOC version of the Course Syllabus and Study Guide as well as video and audio files. When a course textbook is available as an e-Book, a PDF file of the text will also be included on the flash drive. After completing the course, the student will be provided with access to the online exam.

Online. Distance Education students may also take CLST Global courses online, using our Learning Management System. Course materials, including Video Lectures, Course Syllabus, and Study Guide, and textbook (where available), will be included. The exam will be taken online. If a student wants paper copies of these items, an Additional Material Charge will be added.

Evaluation of Prior Learning

Active students who have completed courses in educational venues other than CLST Global and/or have previous ministerial experience may receive recognition for their work. This requires the submission of transcripts, certificates, diplomas and/or a ministerial resume to the CLST Global Office for evaluation. The completion units awarded through this procedure are used to help determine the level of placement of the student.

There is a fee for completion units awarded for ministerial experience and unaccredited theological education. We encourage you to take time to submit all transcripts and, if applicable, any ministerial experience in your request for evaluation. Please follow all directions on the form to receive the best evaluation possible.

General Guidelines

The CLST Global Office will follow these general guidelines in awarding completion units for prior learning:

- Individuals must be active students before requesting an evaluation of work for which they hope to receive recognition.

- Units awarded are officially applied to a student's transcript only upon completion of the residency requirement of five courses (15 units) and payment of applicable fees unless other agreements have been officially entered into by CLST Global.
- Students are responsible to gather all transcripts, resumes, certificates, diplomas, etc., for submission to the CLST Global Office.
- Although the number of completion units awarded may be limited by the number of years of experience documented, the review of material submitted will be concerned primarily with the skills, knowledge, and abilities gained rather than on the length of experience.
- Students may Request an additional Evaluation of Prior Learning before beginning a new degree program.

Evaluation of Accredited Non-theological College Courses

Students having earned college credit or degrees from accredited institutions in fields other than theology may receive up to sixty (60) units for this work. This placement is determined by the evaluation of transcripts submitted by the requesting student and endorsed by the local school's Dean. Courses must have a GPA of 2.0 or more (C). Grades of D or below will not be accepted.

Evaluation of Accredited Theological College Courses

Students having earned college credit in theology courses from accredited institutions may receive full or partial recognition for their work. This placement is determined by the evaluation of transcripts submitted by the requesting student and endorsed by the Dean's Office of the local school. Courses must have a GPA of 2.0 (C) or higher. Grades of D or below will not be accepted.

Non-accredited Non-theological Studies

Units are not awarded for this work.

Non-accredited Theological Studies

Students will attach a transcript for each school or class attended. The successful completion of courses will be counted toward Advance Standing. A fee/unit will be charged.

Evaluation of Ministerial Experience

Ministerial experience completion units may be awarded to applicants, especially licensed and ordained ministers. Ministerial experience is recognized up to a maximum award of sixty units for full-time ordained ministers and licensed ministers and thirty units for lay ministers. Evaluation requests must specify whether ministerial work is full-time or part-time. Copies of licenses and/or ordination certificates must be submitted.

Student Placement

Units awarded as Advanced Standing help place the student in an advanced level of his/her program of study. Awarded units will not be applied until all applicable fees are paid, and the student completes 15 units of course work to fulfill the Residency Requirement. From this point, CLST Global adds the awarded units for prior learning, and the student works forward to the next higher level of study. If a degree point has been reached or passed, the student may apply for the award of the appropriate degree.

Student Registration

To be enrolled as a CLST Global student, a prospective student will need to at least the equivalent of a high school education, or have demonstrated their ability to complete and benefit from CLST Global courses. The student Registration form will need to be completed and submitted to the CLST Global Office with the Registration fee.

Students may then enroll in a class as a **Graded Student** or an **Audit Student**. Graded students receive all course materials, earn completion units, and/or are eligible to receive CEU certificates. Audit students do not receive completion units but are able to study on a variety of levels:

- **AUDIT STUDENT**, receives all course materials but do not take the exam and do not receive completion units. A student record will be maintained for an Audit Student. There is a 25% discount off of the Course Fee. After a course is completed the Audit student may choose to pay the additional 25%, take the exam and receive completion units. Notification of intent must take place during the 14 days allotted for the exam.
- **CEU STUDENT**, receive all course materials as well as a CEU Certificate. They do not take the exam and do not receive completion units. A student record will be maintained for students earning a CEU Certificate. The full course fee will be paid by this student. To receive a CEU Certificate the CEU Certificate Application form must be completed and sent with course materials to the CLEN Office. Graded Students may also apply for a CEU Certificate.

If a student orders multiple courses, they will be provided consecutively so they only need to be taken one at a time. The DE Student Price List has a complete list of all current charges.

Authorized Site and Use License

Every course packet includes a license defining its authorized use. Use of the course materials implies agreement with the terms of the license.

Student Records

Each student is asked to maintain records of courses taken, completed, etc. The CLST Global Office will also maintain official records for all students. These records are overseen by the CLST Global Office.

Transcript Requests

A student may request an Official Transcript or an unofficial Course Record of his/her studies from CLST Global by submitting a Transcript Request Form to the CLST Global Office. Forms must be accompanied by appropriate fees for each copy of the transcript requested. Requests will usually be processed within 10 business days. To ensure privacy of student information, the request must be in writing and signed by the student.

Examination Policies and Procedures

Course examinations consist of objective questions. For students not taking a course or an exam online, all examination answers are marked on a paper ParSCORE™ form. All questions on the examination are taken from the lectures, textbook, syllabus/study guide, and referenced Scriptures. The examinations are “open-book.” This means that students may refer to course materials when they take their examinations.

Students taking a course Online or on a Flash Drive will take the examination on the Learning Management System. Students not taking a course online may be given access to the online exam if requested.

Taking Paper Examinations

Examination booklets and score sheets are mailed as part of the initial course packet shipped to DE students taking a course with a Learning Packet. These will be completed by the student and returned to the CLST Global office. It is critical that all portions of the score sheet be completed properly and that all instructions on the ParSCORE™ form (score sheet) are followed exactly. Score sheets cannot be graded without the proper I.D. Number and name. Students should use a #2 pencil for all entries on the form.

Students should review and photocopy the final score sheet before sending it to CLST Global office grading. This helps protect the student from having to retake an examination should the score sheet be lost or damaged during shipment.

Taking Online Exams

If you are taking the exam online you will be given a link to the exam along with your username and password, giving you complete access to the exam. The entire exam will then be available to you at one time. You can keep the exam open to review, answer questions, and change answers if you wish. When you're done with your session, you just "Save" the exam.

After you "Save" the exam, you can restart it at any time. However, only the unsaved questions will appear when you restart your quiz. You can "Save" your exam and return to it at any time. When returning to the exam be sure to “Resume” and not “Restart” the exam.

When you have answered all questions, you will "Submit" your answers. Clicking the "Submit" button ends your exam so you don't want to Submit before you know you have answered all questions to your satisfaction.

Time Limitations

Distance Education students have 45 days from the date the course is shipped (or accessed online) from the CLST Global office to complete the examination. For emergency situations, students may submit an Extension Request Form through the CLST Global Office.

Make-Up Examinations

Any student who previously took a course receiving a grade of “D” or “F” and wants to take the examination again to improve a grade should request a “Make-up Examination.” The lower of the two grades will be removed from the record.

The exam can be ordered through the CLST Global Office. They may be taken as a paper exam or online. There will be a fee for a make-up exam which must be pre-paid. The score sheet will be graded, the grade will be posted to the student’s official records, and a grade report will be sent to the student. Online exams are automatically graded and a report sent immediately to the student.

Academic Appeal

Students have the right of academic appeal if they wish to dispute an examination grade. Appeals will be responded to as promptly as possible, but sometimes may require extensive research into course materials or contact with the instructor to obtain information. If the exam answers being appealed would change the final grade for the course, the appeal will be processed.

Appeals must be submitted to the CLST Global Office. Appeals must be submitted within 10 days following the date the grade report was published. The appeal must identify the course number and title, the last date of class, the examination publication date, and the name, address, and phone number of the school official to contact regarding the appeal.

The appeal must explain, with references to course materials, why the student’s original answer is correct. The student must provide specific references to course materials and state why he or she believes the material supports his or her answer.

Continuing Education Units

A Continuing Education Unit (CEU) in higher education is awarded for 10 hours of instruction from a qualified faculty in a class that teaches specific skills. CEUs are the primary means for fulfilling “professional development” requirements are met in a variety of organizations.

CLST Global has a variety of classes that qualify for a CEU Certificate (as well as counting toward a degree if taken as a graded student). These courses are indicated in the Course Descriptions portion of the catalog.

In addition, CLST Global is authorized to award professional development Continuing Education Units (CEU) by the Association of Christian Schools International (ACSI) as fulfillment for the professional development requirements of faculty and staff in ACSI member schools.

Audit/CEU students will receive a Certificate after submitting an application. Graded

students are also eligible for a CEU Certificate at no additional charge. Distance education (DE) students who audit a course will be awarded CEUs based on a signed statement that he/she has read the textbook, listened to all lectures, and taken lecture notes in the study guide.

The request for a CEU Certificate will include the student's name and ID number, as well as the course number and title of the course for which the CEU is/are being requested. The CLST Global Office will verify the qualifications of the student and will provide the appropriate certificates.

Practicums

In an effort to recognize and encourage theological studies from a practical ministry perspective, CLST Global will award completion units for approved supervised ministry activities conducted by students. A Ministry Practicum may apply to any active ministry in and/or through a local church or ministry. The "BIPT960 Ministry Practicum" Course Syllabus defines the overall structure and guidelines to be used for any ministry practicum.

A Ministry Practicum requires students to agree on specific objectives to be fulfilled within a structured, supervised ministry experience. For example, a Youth Ministry Practicum would define specific ministry objectives to be fulfilled for a specific period of time within a specific ministry assignment, (e.g., teach a class, lead a small group, mentor a young person, etc.) A Missions Practicum might involve an assignment of researching a missions context as well as fulfill specific assignments on a mission trip. "BIPT960 Ministry Practicum" defines required hours needed to earn either three (3) or six (6) completion units.

Starting with the B.Th. degree level, no more than 10% of a degree level can be made up of Practicums.

Student Grades

A Grade Report for each course will be provided. Online students will take examinations on the Learning Management System and will receive immediate test results.

Grading Scale

Letter grades as well as numerical grades are issued to students completing course requirements and are reflected on grade reports issued by the CLST Global Office. Letter grades only are posted to official records. Letter grades are used to compute grade point averages. Grades and grade points are based on the following official grading scale.

Numerical Grade	Letter Grade	Grade Point
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
0-59	F	0.0

Grade Point Average

A specific grade point average (GPA) must be maintained to earn a degree from CLST Global. Grade point averages are computed by adding the grade points for each grade and dividing the result by the total number of courses taken.

Graduation/Commencement Policies and Procedures

Christian Life School of Theology Global hosts the annual graduation ceremony in which all graduating students may participate. The Commencement Exercises will be held at the Annual Conference.

Requesting Degrees from CLST Global

Students requesting a degree must have received the required units at the time the graduation request is made. Examinations must be graded, grades posted, and grade reports received. This is necessary because of the lag time associated with grading, posting grades, and completing a thorough records check.

Students requesting a CLST Global degree must also have achieved the required grade point average (GPA) of 2.0 or “C” to receive the Certificate, Diploma of Theology, Associate of Theology, or the Bachelor of Theology. At the Graduate level, a GPA of 3.0 or “B” is required to earn all other degrees. After all record checks are completed and all monies have been paid in full, the degree order will be placed.

The CLST Global Office verifies that five requirements are satisfied before a student can earn a degree. 1) Degree Application Form is in order. 2) Residency Requirement has been fulfilled (To meet the CLST-G residency requirement, a student must complete 5 courses through CLST-G). 3) Completion Unit Requirement, for each degree, as noted above. 4) Grade Point Average (GPA) requirement for each degree. 5) Balancing Requirement has been fulfilled for the Bachelor of Theology degree.

To meet the Balancing Requirement, students must pass at least one course in each of the six divisions of study. Outside of this Balancing Requirement, the student can specialize or customize their degree program as meets the needs of their calling and/or the requirements set forth by their ministry network.

The date on the degree will be the date of issue from CLST Global, or the date of the graduation at the CLST Global Annual Conference. If the student does not participate in the graduation and later requests a diploma or degree, it will be dated on the date of issue from CLST Global.

Graduation Regalia and Class Rings

Graduates participating in a CLST Global Commencement exercise will wear appropriate graduation regalia. Graduates holding a CLST Global degree are entitled to wear the distinctive

class ring that symbolizes achievement and excellence in education. Students must have earned a Bachelor of Theology degree or higher to qualify for a class ring.

Graduates should order regalia or class rings by contacting Jostens (please contact the CLST Global office for the details). Please note that no ring order will be processed by Jostens without verification of academic standing.

CLST Global Alumni Association

All CLST Global graduates are eligible to join the Alumni Association. The association offers members an excellent opportunity to participate in CLST Global's work to equip ministers and lay workers with education and training that will help them spread the Gospel throughout their communities and around the world.

Alumni members will be informed of new opportunities for ministry, as well as testimonies and reports around the world. The Alumni Association will be a major partner with CLST Global as we commit ourselves to the Great Commission to "go and make disciples of all nations."

An Alumni Association Registration form will be provided every student completing a CLST Global degree.

PROGRAMS OF STUDY

The Christian Life School of Theology Global (CLST Global) certificates, diplomas and degrees are available to all CLST Global students. Christian Life School of Theology Global has met the requirements for exemption from applicable Georgia law as a religious institution under the provision of the Post-secondary Educational Authorization Act, Georgia Code 20-3-100 et seq. CLST Global programs of study include various certificates, diplomas and degrees, all of which are awarded after accumulating course completion units. Successful completion of each course is worth three Completion Units. CLST Global awards the following degrees.

Program	Designation	Completion Units	GPA Requirement
Certificates of Ministry	Various	15 Units	2.0
Diploma of Theology	Dip.Th.	30 Units	2.0
Associate of Theology	A.Th.	60 Units	2.0
Bachelor of Theology	B.Th.	126 Units	2.0
Master of Theology	M.Th.	171 Units	3.0
Master of Sacred Studies	M.S.S.	216 Units	3.0
Doctor of Sacred Studies	D.S.S.	261 Units	3.0
Doctor of Theology	D.Th.	300 Units	3.0

All certificates, diplomas and degrees are earned by taking courses and accumulating completion units.

Students must maintain a grade point average of 2.0 (C) or higher in order to receive a Certificate, the Diploma of Theology, the Associate of Theology, or the Bachelor of Theology. Students must maintain a grade point average of 3.0 (B) or higher in order to receive the Master of Theology, the Master of Sacred Studies, the Doctor of Sacred Studies, or the Doctor of Theology degrees.

Students are required to successfully complete at least one course from each of the six divisions of study to complete the Bachelor of Theology degree.

The CLST Global Catalog contains the titles, descriptions, and requirements for all courses. The names and backgrounds of the faculty are also included.

TIPS FOR STUDENTS

1. Pray and ask Jesus to help you remember what you hear. “. . . Yet you do not have because you do not ask.” James 4:2
2. Listen carefully to the lectures and take as many notes as you can. Note where a new session starts. Read your syllabus and text before listening to a new lecture. (There are times when an instructor may not follow the syllabus in consecutive sessions.)
3. If the instructor comments, “You’ll see this again,” “This is important,” or states something more than once, highlight or star the note. Most likely it will be on the test.
4. Take the test as soon as possible. Everything is fresher at the beginning. Take the test when and where you will be least disturbed. Distractions cause carelessness.
5. When you know you’ve done your best, submit it.

For the Paper Test:

6. Read the exam questions carefully. Note words such as always, never, not, or multiple answers. When you take the test, find the answer in your notes/syllabus and/or textbook. Mark it. Do not assume that you remember the answer.
7. If you lack information, listen to the lecture again while supplementing your notes.
8. If you can’t find an answer, come back to it. You’ll probably see it as you look for other answers. If you become tired, rest, and come back to the test later. Test when you know you’re at your best.

For the Online Test:

9. When taking an online test, you will be able to “Save” your answers and come back to the test later. You will not be able to go “Back” and review questions you’ve answered when you “Save” those answers.
10. Your grade will be provided immediately when you click the “Submit my answers” button at the end of the course.



Christian Life School of Theology Global

Distance Education Student Registration Form

Please enclose the \$50.00 registration fee with form

Personal Information		<i>Please type or print</i>	
Full Name:		Last	First Middle
Social Security Number:		Mailing Address (Street):	
City, State, Zip, Country			
Date of Birth:	Home Phone: ()	Cell Phone: ()	
Referred by:		E-Mail:	
Method of Payment			
Check Number (Payable to Christian Life School of Theology Global):		Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express	
Credit Card Number		CCV*	Credit Card Expiration Date:
Name on Credit Card:		Cardholder's billing address	

Name

Signature

Date

How did you hear about us?

Mail to: CLST Global, 6171 Gateway Dr., Columbus, Georgia 31909
Or scan and email to: info@clenetwork.org

Christian Life School of Theology Global

Christian Life Educators Network

6171 Gateway Dr. • Columbus, GA 31909 • Phone: (706) 323-0847



Request for Evaluation of Prior Learning

Name: _____ Social Security / ID Number: _____

Student Address _____

City: _____ State: _____ Zip Code: _____

Date of Enrollment: _____ E-mail Address: _____

1. Accredited Schools Attended (Non-Theological) Attach an **official** transcript for each school listed. For non-US schools, provide information regarding accreditation of the school. Semester credit hours must be earned at a "C" or higher.

2. Accredited Schools Attended (Theological) Attach an **official** transcript for each school listed. For Non-US schools, provide information regarding accreditation of the school. Semester credit hours must be earned at a "C" or higher for undergraduate work and a "B" or higher for graduate work.

3. Non Accredited Schools/Courses Attended (Theological) Attach a transcript for each school listed.

4. Ministerial Experience Attach a brief resume of experience in chronological order. List positions held by dates, indicating if it is full time or part time ministry. Describe the special skills, knowledge, and abilities gained in each position. Attach supporting documents such as ordination or licensing certificates, etc.

Note: Except for accredited institution work, students will be required to pay \$10:00 per unit awarded.

Signature _____ Date _____



CHRISTIAN LIFE SCHOOL OF THEOLOGY GLOBAL

Distance Education Student Course Order Form

Personal Information	
Last Name	First
Student ID	Mailing Address (Street)
Phone	City, State, Zip, Country
Date of Birth	Email Address
Course Information	
Course ID	Course Title, Instructor
Course Method	<input type="checkbox"/> Course Packet <input type="checkbox"/> Flash Drive <input type="checkbox"/> Online
Additional Material add \$20 for media (check your preference)	<input type="checkbox"/> MP3 CD <input type="checkbox"/> VCD <input type="checkbox"/> Text <input type="checkbox"/> Exam
Method of Payment	
Check Number (Payable to Christian Life School of Theology Global):	Credit Card Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Name on Credit Card	Cardholder's Billing Address
Authorized Cardholder Signature	Date

Student Signature

Date

