



2015

Certification Program

Level I

Core Classes (20 hours)

- Church History 5 hours
- Polity I 5 hours
- Office Administration 2.5 hours
- Spiritual Growth & Disc. 2.5 hours
- Theology 5 hours

Plus Elective Classes (20 hours)

Level II

Core Classes (17.5 hours)

- Directory for Worship 2.5 hours
- Legal Matters 2.5 hours
- Office Administration 2.5 hours
- PC(USA) History Since Reunion 5.0 hours
- Polity II 2.5 hours
- Spiritual Growth & Disc. 2.5 hours

Plus Elective Classes (27.5 hours)

Level III

Core Classes (12.5 hours)

- Book of Confessions 2.5 hours
- GA Entities 2.5 hours
- Office Administration 2.5 hours
- Polity III 2.5 hours
- Spiritual Growth & Disc. 2.5 hours

Plus Elective Classes (37.5 hours)

When you are within 10 hours of completion of your current level, you may begin study in the next level.

New!

Regardless of your current level hours you can take a core class only (i.e. not electives) for the next level up provided you advise your regional certification chair of your intent to take a core class for the next level.

Class Opportunities

FRIDAY AM:

- Polity (I) *Part 1 of 2*
- Records Management (E)
- Spiritual Growth & Discipline (All)

FRIDAY PM:

- Polity (I) *Part 2 of 2*
- Living with Grief (E)
- Book of Confessions (III)

SATURDAY AM:

- Directory for Worship (II)
- GA Entities (III)
- Emotional Mastery (E)

SATURDAY PM:

- Basics of Project Management (All)
- Retirement Strategies (E)
- Social Media I (E)

Legend:

Core

- (I) = Level I
- (II) = Level II
- (III) = Level III
- (All) = All Levels

(E) = Elective

APA Membership

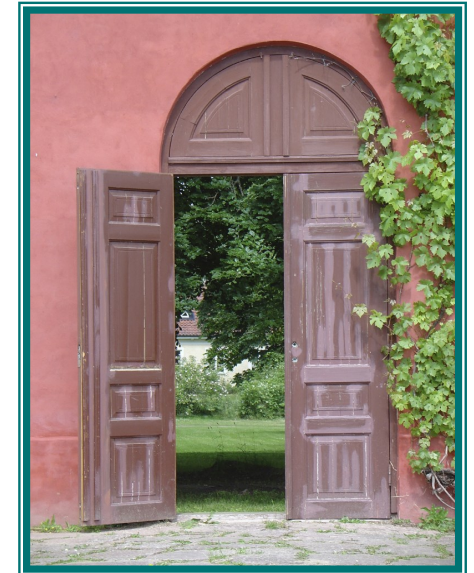
Those eligible for membership in APA include non-ordained staff of Presbyterian churches or agencies, including secretaries, clerks of session and other administrative and/or daycare staff.

Dues and certification fees must be paid before any classes count toward your certification, and they must be paid annually.

Trust in God to Guide Thee

“Ask, and it will be given you; search, and you will find; knock and the door will be opened for you.”

Matthew 7:7



Mid-Atlantic and Northeast Regions
Administrative Personnel Association
Joint Conference
July 30-August 2, 2015

*First Presbyterian Church
112 S. Salisbury Street
Raleigh, North Carolina*



Lodging

Sheraton Raleigh Hotel
421 S. Salisbury Street
Raleigh, NC 27601

Each guest must make their own reservation no later than **June 30, 2015**.

Identifying group: APA

Phone: 1-888-627-8319

Rates (+ 12.75% tax):

Single/Double	\$109.00 + tax
Triple	\$119.00 + tax
Quad	\$129.00 + tax

All reservations must be accompanied by a first-night room and tax deposit with a major credit card.

Check-in/Check-out: 3 p.m./Noon

Parking: \$12/day at the Sheraton or free at First Presbyterian Church, 120 W. Hargett Street (2 blocks from hotel)

Conference Schedule

All classes, lunches and Saturday BBQ dinner will be held at the First Presbyterian Church, just two blocks from the Sheraton. Both regions will meet for dinner at the Sheraton's Jimmy V's restaurant on Friday evening. All certificates will be awarded at the joint Saturday evening dinner.

Thursday, July 30th

5:30p – Executive Committee meetings for both regions – FPC Classrooms
Dinner on your own or as a group

Friday, July 31st

Breakfast on your own
 8:30a – Welcome & Devotional (*Session Room*)
 9:00a-10:15a – Class
 10:15a – Break
 10:30a-11:45a – Class
 12:00 – Lunch (*Session Room*)
 1:00p-2:15 – Class
 2:15p – Break
 2:30p-3:45p – Class
 3:45p – *Break*
 4:00p – Regional Meetings – separate rooms
 6:30p – Dinner at Jimmy V's (Sheraton) *or on your own*

Saturday, August 1st

Breakfast on your own
 8:30a – Welcome & Devotional (*Session Room*)
 9:00a-10:15a – Class
 10:15a – Break
 10:30a-11:45a – Class
 12:00 – Lunch (*Session Room*)
 1:00p-2:15 – Class
 2:15p – Break
 2:30p-3:45p – Class
 4:00p – Group Photos (*location TBD*)
 4:15p – *Free Time*
 6:00p – Good Ole Time BBQ Buffet (First Pres.)

Dress in your "country best" for delicious southern style dinner and Country Line Dancing

Sunday, August 2nd

Breakfast on your own
 8:30a or 11:00a – Worship with First Presbyterian Church/depart

Registration

Name: _____

Name Tag: _____

Position: _____

Church/Governing Body and Region: _____

Street: _____

City/State/ZIP: _____

Phone: _____ (W) _____ (C)

Email: _____

Roommate(s): _____

Enroll me in the following courses:

Friday AM: _____

Friday PM: _____

Saturday AM: _____

Saturday PM: _____

Registration Cost \$150.00

Friday Dinner \$ 20.00

Friday Dinner Guest \$ 20.00

Saturday Dinner \$ 20.00

Saturday Dinner Guest \$ 20.00

Scholarship Donation \$ _____

TOTAL Enclosed \$ _____

Friday/Saturday Dinner: Regular Vegetarian

Special Dietary Needs/Restrictions: _____

Checks payable to:

Mid-Atlantic APA
 c/o Karen Cagni
 Providence Presbyterian Church
 5497 Providence Road
 Virginia Beach, VA 23464
**CONFERENCE REGISTRATION AND
 PAYMENT DEADLINE: June 30, 2015**