

CERTIFICATION PROGRAM
2018

Please note:

- When you are within ten (10) hours of completion of a level you can begin study of any class in the next level.
- In addition, regardless of completed hours in your current level 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.
- Each member must take a Polity class at least once every three years to maintain his or her current certification level.

LEVEL I

Core Courses

Church History (Before the Reunion)—Part A	2.5 hours
Church History (Before the Reunion)—Part B	2.5 hours
Polity I—Part A	2.5 hours
Polity I—Part B	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	2.5 hours
Theology—Part A	2.5 hours
Theology—Part B	<u>2.5 hours</u>
Total Core Hours	20 hours
Total Elective Hours	20 hours
Total Hours Required	40 hours

LEVEL II

Core Courses

Directory for Worship	2.5 hours
Legal Matters	2.5 hours
PC(USA) History Since Reunion—Part A	2.5 hours
PC(USA) History Since Reunion—Part B	2.5 hours
Polity II	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	<u>2.5 hours</u>
Total Core Hours	17.5 hours
Total Elective Hours	27.5 hours
Total Hours Required	45 hours

LEVEL III

Core Courses

Book of Confessions	2.5 hours
GA Entities	2.5 hours
Polity III	2.5 hours
**Office Administration	2.5 hours
*Spiritual Growth and Discipline	<u>2.5 hours</u>
Total Core Hours	12.5 hours
Total Elective Hours	37.5 hours
Total Hours Required	50 hours

**The elective courses of Angelology, Biblical Interpretation I and II, Christology I and II, Pneumatology, and The Books called The Apocrypha (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Spiritual Growth and Discipline for each level.*

*** The elective courses of Supporting the Executive Staff, Personal Safety, Sexual Harassment, Time Management, Basics of Project Management, Risk Management, Core Principles of an Effective Meeting (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Office Administration for each level.*

CONTINUING EDUCATION AND CONCENTRATED STUDIES

Continuing Education

The Continuing Education pathway provides an opportunity to extend studies without the requirement of specific core classes. A Certificate of Accomplishment will be awarded upon completion of 50 hours of study. These hours may constitute core or elective classes, in addition to no more than 10 hours of outside credit (with prior approval coordinated through your Regional Certification Chair with the National Certification Chair). A certification fee is not required for this certification.

Concentrated Studies

Concentrated Studies is an alternate pathway for receiving certification within Continuing Education. Prior to the commencement of participation in classes toward this field of study, complete the Certification Application, circle the intended pathway for certification and return to your regional Certification Chair with the required \$25.00 application fee.

Several pathways require the same course and although you may work toward multiple concentrations (or continuing education) simultaneously, course credit for participation may only be applied toward one concentration.

Concentrated Studies pathways and their associated course requirements include:

ADMINISTRATION and FACILITIES MANAGEMENT	CREDIT HOURS
Legal Matters	2.5
Office Administration	2.5
Basics of Project Management	2.5
Beginning Quickbooks	2.5
BOP Benefits Plan	2.5
Essentials of Budgeting	2.5
Intro to Facilities Management	2.5
Records Management in the Computer Age	2.5
Supporting the Executive Staff	2.5
Risk Management	2.5
Total Required Courses (10)	25
**Elective and/or Outside Credits (up to 10) are permitted in lieu of designated classes above	

CHURCH HISTORY	CREDIT HOURS
Church History (Before the Reunion, Part A)	2.5
Church History (Before the Reunion, Part B)	2.5
PCUSA History Since Reunion, Part A	2.5
PCUSA History Since Reunion, Part B	2.5
Bible History – Old Testament	2.5
Biblical Interpretation I	2.5
Biblical Interpretation II	2.5
Book of Confessions	2.5
Presbyterian 101	2.5
Presbyterian Historical Society	2.5
Total Required Courses (10)	25
**Elective and/or Outside Credits (up to 10) are permitted in lieu of required classes above)	

CONTINUING EDUCATION AND
CONCENTRATED STUDIES

COMMUNICATIONS	CREDIT HOURS
Church Office Guide to Copyright Law	2.5
Designing for Communication	2.5
Microsoft PowerPoint	2.5
Microsoft Publisher, Part A or Part B	2.5
Newsletters and Bulletins	2.5
Presenting Your Church or Organization to the Public-Marketing	2.5
Public Speaking	2.5
Social Media at Church, Part A or Part B	2.5
Web Design and Graphics	2.5
Writing for the Web or	2.5
Writing to Improve your Electronic Communication	
Total Required Courses (10)	25
**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above	

FINANCE	CREDIT HOURS
Beginning Quickbooks	2.5
Advanced Quickbooks	2.5
Board of Pensions Benefits Plan	2.5
Essentials of Budgeting	2.5
Financial Reporting	2.5
Giving to Presbytery, Synod and General Assembly	2.5
Microsoft Excel	2.5
Personal Investing	2.5
Presbyterian Foundation	2.5
Stewardship Programs/Capital Fund Campaigns	2.5
Total Required Courses (10)	25
**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above	

POLITY	CREDIT HOURS
Polity I, Part A	2.5
Polity I, Part B	2.5
Polity II	2.5
Polity III	2.5
Theology, Part A	2.5
Theology, Part B	2.5
Directory for Worship	2.5
Book of Confessions	2.5
Presbyterian 101	2.5
GA Entities	2.5
Total Required Courses (10)	25
**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above	

CONTINUING EDUCATION AND
CONCENTRATED STUDIES

THEOLOGY	CREDIT HOURS
Theology, Part A	2.5
Theology, Part B	2.5
The Books called the Apocrypha	2.5
Christology I	2.5
Christology II	2.5
Liberation Theology	2.5
Pneumatology	2.5
Angelogy	2.5
Book of Confessions	2.5
Presbyterian 102	2.5
Total Required Courses (10)	25
**Elective and/or Outside Credits (up to 10) can be used in lieu of required classes above	

The course descriptions associated with the requirements above are located within the Council on Accreditation and Standards Handbook.