

FORM-25 Financial Worksheet Form

As authorized by the Division of Christian Education Accreditation and Credentials
of the Sunday School Publishing Board, National Baptist Convention, USA, Inc.

Submit form to: Division of Christian Education, P. O. Box 70990 Nashville, TN 37207-0990.
(Please submit this form with each School, Informer, COPP, Specialization, Dean, and Instructor application)

Name of School: _____ Dean: _____

Date of School: From ____/____/____ To ____/____/____ Date Submitted: ____/____/____

Schools submitted after the school start date will be returned.

Item No.	Item Description	Qty	CLS Fee	*Fee When CLS is Late	Total
	Forms to be submitted by a Certified Dean				
1	Form 1 (1-5 Classes)		\$100.00	\$150.00	
2	Form 1 (6-10 Classes)		\$135.00	\$180.00	
3	Form 1 (11-15 Classes)		\$175.00	\$250.00	
4	Form 1 (16-20 Classes)		\$200.00	\$300.00	
5	Form 1 (21-30 Classes)		\$250.00	\$375.00	
6	Form 1 (31-40 Classes)		\$325.00	\$450.00	
7	Form 1 (Over 40 Classes)		\$8.50 ea	\$11.75 ea	
8	Form 2-Dean Certification Application (New Dean)		\$50.00		
9	Dean's Certificate		\$15.00		
10	Form 4 Dean's Re-certification Application		\$35.00		
11	Form 5-Instructor Application (New Course)		\$35.00		
12	Form 5 (2 or more per same instructor)		\$10.00		
13	Form 6-Instructor Re-certification Application		\$10.00		
14	Form 12-COPP Admissions Application		\$15.00		
15	Forms 13-COPP Application Phases 1-3		\$60.00 ea		
16	Form 13-COPP Phase 4 / Diploma		\$70.00		
17	Form 17-Specialization Admissions Application		\$25.00		
18	Form 19-Specialization Completion Form		\$85.00		
29	Course Cards		\$0.10 ea		
	General Submission				
20	Form 14-Pastor's Alternative for Teacher Program		\$125.00		
21	Form 15-Pastor's Advanced Training Enrollment		\$50.00		
22	Form 16-Pastor's Advanced Course Completion Phase 2-4		\$100.00 ea		
	Informer Subscription Application				
23	One Year		\$30.00		
24	Two Year (discount price)		\$49.00		
25	Three Year (discount price)		\$74.00		
26	Five Year (discount price)		\$122.00		
	Merchandise				
27	CLS Forms on CD		\$10.00 ea		
28	Course/Instructor Cards and/or Certificate Replacement		\$10.00 ea		
29	Transcript Evaluation Form Fee		\$5.00		
	Total				

***NOTE:** Your CLS package must be postmarked no later than 90 days prior to the start date of the school. A late fee is imposed for processing a school that does not meet the scheduled deadline.

Important Notice: You *must* complete the **financial section** on each application, including the Informer subscription application. This is necessary when submitting multiple checks. Make all checks payable to the Division of Christian Education. There will be a \$25 fee on all returned checks. Do not staple or tape checks. All prices are effective December 1, 2010. Prices are subject to change without notice.

To order CLS materials such as CLS Manuals, textbook guides or course textbooks, contact Customercare at 1-800-359-9398.