

FORM 25—Financial Worksheet

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, 330 Charlotte Avenue, Nashville, Tennessee 37201-1188
(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:** ___ / ___ / ___

Applications submitted after 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 Recertification Application		\$35.00		
11	Form 5-Application for Certification of Instructors (1 st time)		\$35.00		
12	Form 5 (each new course for certified instructors)		\$10.00		
13	Form 6-Application Recertification of Instructors		\$10.00		
14	Form 12-COPP Admissions Application		\$15.00		
15	Form 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		
19	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 Phases 2-4		\$100.00 ea		
Informer Subscription Application					
23	One Year		\$30.00		
24	Two Years (discount price)		\$49.00		
25	Three Years (discount price)		\$74.00		
26	Five Years (discount price)		\$122.00		
Merchandise					
27	CLS Forms on CD		\$10.00 ea		
28	Replacement Course/Instructor Cards and/or Certificate		\$10.00 ea		
29	*Transcript Evaluation 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. *Transcript Evaluation fee added.

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 went into effect January 1, 2016. Prices are subject to change without notice.

To order CLS materials such as CLS Manuals, textbook guide, or course textbooks, contact Customer care at 1-800-359-9398 or visit our Web site at www.sspbnbc.com.