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## TRAINING PROGRAM APPLICATION FORMS

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TCCTC's Training Programs are designed for the person who does not desire a college degree but is seeking exposure to excellent teaching and training while earning a (non-credit) certificate in a specific area/track such as:

- Pastoral Leadership
- Ministry Leadership
- Congregational Leadership
- Biblical Lay Counseling
- Biblical Studies

### APPLICATION PROCEDURE

Everyone is eligible to take individual courses at TCCTC. *Only those seeking to enroll in a training program track need to follow this application procedure.* Students who wish to take a course or seminar that does not lead to a specific program of study are welcome to do so and only need to complete the semester registration form.

### WHEN TO APPLY

A completed application and an appointment with a student advisor will allow the student to begin the program of their choice. Certificates will be awarded at the end of the school year in which the required number of Contact Units (CUs) have been completed in a given program.

### PROGRAM REQUIREMENTS

1. Students must meet the required number of Contact Units (CUs) of the program in which they are enrolled.
2. Following each course or seminar, a 500-word paper stating what the student learned and how they plan to use the information must be submitted to the registrar within 7 days of the last day of class. (Students are encouraged to keep a copy of their papers in a notebook for future reference.)
3. Upon completion of the program students must develop a final project that could be implemented in a church or ministry setting (e.g., a sermon, teaching, event, or short program).
  - a. The following outline should be used:

#### PROJECT OUTLINE

**Title:** Title of the project.

**Purpose:** How will the project be used?

**Target Audience:** Who will benefit from the project?

**Detailed Description:**

- For a sermon, include sermon outline following the instructions presented in the preaching course
- For a teaching, an event, or a program, describe it in 200 words or more

**Expected Outcome:** What effect do you expect your project to have on the target audience?

**Planned Evaluation:** How will you know if your project is effective?

### ACADEMIC CREDIT OPTION

All courses and seminars within a training program can be taken for credit if the student wants the courses to count toward degrees earned in credit programs. (Students should check with the registrar concerning tuition cost difference for this option.)

## **APPLICATION FEE**

*A non-refundable \$50 application fee must accompany the admission application.* Please make checks or money orders payable to *Tallahassee Christian College & Training Center* and send to the attention of the *Registrar's Office*.

### **APPLY BY SUBMITTING ALL OF THE FOLLOWING FORMS AND FEES TO THE REGISTRAR'S OFFICE**

- 1. Program Admission Application** (page 3-4)
- 2. Statement of Purpose** (page 5)
- 3. Student Policies, Rights and Responsibilities Agreement** (page 6)
- 4. Personal/or Pastoral Recommendation Form** (page 7)  
The recommendation is to be mailed directly from the person writing the reference to TCCTC.
- 5. \$50 non-refundable application fee**

## **NOTICE OF ACCEPTANCE**

When the Registrar's Office has received all forms listed, the student's application will be evaluated. Applications will not be evaluated until all items are received. Please follow-up within a month of your last submission to finalize formal acceptance into your Training Program Track (850) 513-1000.



**TCCTC PROGRAM ADMISSION APPLICATION**

*PLEASE TYPE OR PRINT LEGIBLY*

**HOW DID YOU HEAR ABOUT TCCTC? (please check all that apply)**

- Church/Pastor  Friend  TCCTC Brochure  TCCTC Website  Email from TCCTC  Social Media  On-line Community Calendar  On-line Advertisement  Radio  Newspaper  TV  On-line Search  TCCTC Road Signage  Other \_\_\_\_\_

**WHEN DO YOU PLAN TO ATTEND TCCTC?** Year \_\_\_\_\_  Winter/Spring  Summer  Fall

Part time \_\_\_\_ Full time \_\_\_\_

**THE TRAINING PROGRAM TRACK YOU ARE APPLYING FOR:** \_\_\_\_\_

**YOUR PREVIOUS EDUCATION:** \_\_\_\_\_

**NAME** \_\_\_\_\_

**PRESENT ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **CELL PHONE** \_\_\_\_\_

**WORK PHONE** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

**CHURCH AFFILIATION, IF ANY:** \_\_\_\_\_

**PERSONAL**

Sex:  Male  Female      Marital Status:  Single  Married  Separated  Divorced  Widowed

Date of Birth: \_\_\_\_\_ Age \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Are you a U.S. Citizen?  Yes  No

Are you a Resident Alien?  Yes  No (If yes, please enclose a copy of your green card)

**CHRISTIAN SERVICE/MINISTRY:**

Please list past and present areas of Christian service/ministry:

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Are you a member of a church?  Yes  No      Do you attend regularly?  Yes  No

Pastor's Name \_\_\_\_\_ Phone \_\_\_\_\_

Church Name \_\_\_\_\_

Church Mailing Address \_\_\_\_\_

Special needs, if any \_\_\_\_\_

**LIST ONE PERSONAL OR PASTORAL REFERENCE:**

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>
\$50 Application Fee Received: _____
DATE



**STATEMENT OF PURPOSE**

*PLEASE TYPE OR PRINT LEGIBLY*

**DATE** \_\_\_\_\_

**NAME** \_\_\_\_\_

*Attach any additional sheets as needed:*

- 1. Give a brief description of your Christian experience (500 words or less), how you came to know the Lord, and describe your present walk with the Lord:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 2. Briefly explain why you want to attend Tallahassee Christian College & Training Center:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- 3. Do you feel called to particular area of ministry/service? (e.g., pastor, teacher, evangelist, missionary, worship leader, children’s ministry, etc.) If unsure, list your major areas of interest and strengths:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## STUDENT POLICIES, RIGHTS AND RESPONSIBILITIES AGREEMENT

I have read, understood and agree with Tallahassee Christian College and Training Center's (TCCTC) student policies and student rights and responsibilities as set forth in the TCCTC's Student Handbook. The handbook is posted at [www.TCCTC.org](http://www.TCCTC.org) under Student Resources.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Last 4 digits of Social Security # - \_\_\_\_\_

**(Must be signed and returned to the Registrar within 10 days of registration)**



**PERSONAL OR PASTORAL RECOMMENDATION FORM**

*The person listed below has applied for admission to Tallahassee Christian College & Training Center to work toward a certificate through one of our Training Program Tracks. We desire students of Godly character who wish to become prepared for effective ministry and service in the Kingdom of God. Serious consideration will be given to your comments. This recommendation will be kept in confidence.*

*Once completed, please return this form to the address above to the attention of the Registrar.*

**NAME OF APPLICANT** \_\_\_\_\_

**ADDRESS OF APPLICANT** \_\_\_\_\_  
\_\_\_\_\_

1. How long have you known the applicant? \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_

2. How well do you know the applicant?     By name     By sight     Casually     Fairly Well     Very Close

3. To your knowledge, is the applicant committed to Jesus Christ?     Yes     No     Unsure

If yes, is this commitment evident in daily life?     Yes     No     Unsure

4. Are there habits, misuse of substances, areas of immorality or lifestyle that could be a problem in representing the Gospel through their life and work?     Yes     None of which I am aware

If yes, what? \_\_\_\_\_

5. Which characteristics best describe the applicant? (Please check all that apply)

Warmhearted     Critical     Tolerant     Passive     Sympathetic     Rebellious     Respectful     Enthusiastic     Loving

Teachable     Helpful     Compassionate     Fully and openly committed to Jesus Christ

6. What Christian service are you aware of in which the applicant has been involved?

\_\_\_\_\_  
\_\_\_\_\_

7. What do you consider the applicant's strengths? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What do you consider the applicant's weaknesses? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please check one:     I recommend     I recommend with reservation     I do not recommend

8. Comments: \_\_\_\_\_

**YOUR SIGNATURE** \_\_\_\_\_ **PHONE#** \_\_\_\_\_

**YOUR NAME, TITLE, & ADDRESS** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_