



AETH's Certification of Bible Institutes¹ General Application Form

Introduction

The main purpose of this application form is to collect basic general information which is necessary for AETH's Certification Committee to determine whether or not a bible institute meets the minimum requirements to be eligible to start the next stage of the certification process. As director or president of the applicant institute, we expect you to provide the most recent information to the best of your knowledge. All information will be handled with confidentiality and will not be shared beyond the Certification Committee.

Upon receipt of the completed application the Certification Committee will have up to two months to make a decision. If the applicant bible institute is eligible to start the next stage of the process, which consists of an institutional self-assessment, you will receive all the necessary information and documents to initiate it. If deemed "non-eligible", you will receive feedback explaining areas that require work and improvement to achieve eligibility. AETH will provide guidance to institutes seeking assistance for work in these areas.

Please, type all the information in the spaces provided. Once you complete the form you should sign it, date it, make a copy for your records, and then send it via regular mail or email it to fcascante@aeth.org. If mailing it send to:

Attn: AETH's Certification Committee
P. O. Box 677848
Orlando, FL 32867

We are excited you have decided to apply for this important Certification process. We are also grateful for your commitment to the theological formation of pastors and leaders for our Hispanic/Latino churches and communities. We look forward to finding ways of supporting the work you do for the sake of God's glory and God's kingdom on earth.

In Christ,

Dr. Fernando A. Cascante
Executive Director, AETH

¹ We are using "bible institute" as a generic term to refer to a variety of programs that have as their main goal the theological formation of Hispanic/Latino(a) pastors and congregational leaders, with different academic admission requirements as those established by accredited theological institutions or seminaries.

General Application Form

I. GENERAL INFORMATION

1. Information about the person filling the application:

Your name: _____

Your position: _____

Telephone# 1: _____ Telephone# 2: _____

Email: _____

Address: _____

Are you ordained? YES ___ NO___

What degrees have you completed? Mark with an X all the appropriate answers

___ Bible Institute ___ College ___ University ___ Seminary ___ Other: _____

2. Information about the Bible Institute:

Name: _____

Telephone# 1: _____ Fax #: _____

Email: _____ Website: _____

Address: _____

II. ORGANIZATIONAL BACKGROUND AND GOVERNANCE

3. In what year was the institute established/incorporated? _____. In what year did the institute start operating? _____.

4. How would you characterize your Institute? (Select one)

___ Denominational ___ Interdenominational ___ Independent ___ Church based
___ Affiliated to a University or Seminary ___ Other (please specify): _____

5. Are your programs accredited or certified in any way? ___Yes ___NO

If YES, please, explain the type of accreditation/certification and provide the name and contact information of the accrediting/certifying organization: _____

6. From the following list, select all the degrees that are similar or equivalent to the ones offered by your Institute: (check all that apply)

- Diploma in Theology Diploma in Pastoral Ministry Associate Degree in Theology
 Associate Degree in Pastoral Ministry Other (please specify):

7. Does your Institute have a mission statement? Yes No

If YES, please write it here:

8. Does your institute have an operational plan or manual to describe the functions and responsibilities of the people who work and serve in it? Yes No

If YES, what year was it created?

9. Does your Institute have bylaws under which it operates? Yes No

If YES, how often are they reviewed? _____.

10. Does your institute has a Governing Board? Yes No

If YES, please complete the table below with the information requested. If NO, please explain who is in charge of overseeing the functioning of the institute here:

Governing Board Members:

Name: _____ Title: _____
Telephone: _____ Email: _____
Name: _____ Title: _____
Telephone: _____ Email: _____
Name: _____ Title: _____
Telephone: _____ Email: _____
Name: _____ Title: _____
Telephone: _____ Email: _____
Name: _____ Title: _____
Telephone: _____ Email: _____

Telephone: _____	Email: _____
Name: _____	
Title: _____	
Telephone: _____	Email: _____

III. FINANCES

11. Does your Institute have a strategic plan? (A strategic plan is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.)

Yes No If YES, what year was it created? _____

12. Does your institute work with an annual budget? Yes No

If YES, what was the total annual Budget for the current year 20____? _____ For the prior year 20____? _____

13. Institutes are financially supported in many different ways. Based on your yearly budget, please tell us the percentage of your budget that you receive from each of the following sources each year: (Note: percentages should add up to 100%)

Student tuition: _____ Student fees: _____ Grants: _____
 Financial gifts: _____ Other donations: _____ Investments _____

14. Please choose the statement that best reflects you Institute's financial situation:

- Our income does not cover our budgetary needs.
 Finances are very tight; however, we should be able to maintain our current operations.
 Because of our financial stability, we may be able to expand services over the next couple of years.
 Because of our healthy budget, we have plans to expand our services and/or reduce student costs over the next couple of years.

15. Does your Institute have a fundraising plan to identify how to finance your Institute?

- Yes we have a plan, and it IS reviewed every year Yes we have a plan, but it IS NOT reviewed every year
 No, we do not have a plan

16. What is the system your Institute uses to charge students?

- We charge per course We charge per program
 Other (please specify): _____

17. On average, how much do you charge per course? _____

18. Please indicate the amount your Institute charges for each fee listed below. If you do not charge for a service, please enter \$0.

Student fee: _____ Registration fee: _____ Technology fee: _____ Other (_____): _____

19. In which terms do teachers work at your Institute? (Mark all that apply)

- As un-paid volunteers
 Receive a small stipend (offering) per course taught (list amount: _____)
 Receive a payment for professional services per course taught (list amount per course: _____)
 Other: _____

IV. FACILITIES

20. What is the current arrangement for your Institute's facilities?

Lease Own Contractual agreement

Other (please specify): _____

21. How would you describe the current capacity of your facilities?

We have a much more room to be able to grow our student body

We are at full capacity, it would be difficult to accommodate more students

Our building is overflowing with people. We need to find more space.

22. Would you say that the library of your institute provides sufficient resources to the students in relationship with the programs you offer? Yes No

If NO, explain why not:

23. Does your Institute have a written sharing agreement with other libraries? Yes No

If YES, please list the institutions to whom these libraries belong:

V. EDUCATIONAL PROGRAMS

24. What are the major learning objectives of your program? (Use and attach another page if necessary.)

25. Who makes the decisions about the general objectives and the content of programs offered at your Institute?

The leaders of the denomination to which the Institute belongs

The board of directors of the Institute

The body of regular instructors/teachers at the Institute

Other (please specify): _____

26. Who makes the decision about who teaches at your Institute?

The leaders of the denomination to which the Institute belongs

The board of directors of the Institute

The director of the Institute

The body of regular teachers/professors at the Institute

Other (please specify): _____

27. What is the minimum requirement to be eligible to teach at your Institute? (Please read each option carefully)

- Pastoral experience and a masters degree
- Pastoral experience and an associate s degree
- Pastoral experience without any degrees
- Bachelor s degree without pastoral experience
- Bible Institute degree without pastoral experience
- Pastoral experience and a bachelor s degree
- Pastoral experience and a Bible Institute degree
- Masters degree without pastoral experience
- Associate s degree without pastoral experience
- Other (please specify): _____

28. Does your Institute have a regular core of teachers? Yes No

If YES, how many teachers / professors are in this core group? _____ Male _____ Female _____

29. How many teachers/professors would you place in the following categories?

Adjunct: _____ Part-time: _____ Full-time: _____ Visiting: _____

30. How many courses are required to complete your programs? (Indicate for all applicable options)

Diploma in Theology: _____

Diploma in Pastoral Ministry: _____

Associate Degree in Theology: _____

Associate Degree in Pastoral Ministry: _____

Other (list degree and courses): _____

31. If your Institute uses credits, how many credits is a course typically worth? _____

If, you don't assign credit to courses, what kind of system do you use? Please, explain here:

32. Please check all the courses listed below that are the same or similar to those offered in your program (check all that apply). Please add courses that you require that are not on the list.

- Introduction to the Old Testament
- Evangelism
- Introduction to the New Testament
- Research Methods
- Church History
- World Religions
- Introduction to Christian Theology
- Christian Ethics
- Contemporary Theology
- Christian Leadership
- Pastoral Care
- Spiritual Formation
- Other courses (please specify): _____
- Preaching
- Biblical Hermeneutics
- Teaching Ministry of the Church
- Bible Study Methods
- Church Administration
- Hispanic Culture and Theology
- Christian Worship
- Hispanic Ministries
- Church and Society
- Youth Ministries
- Cultural Competency
- Community Transformation

33. In general, what is the duration of each course (e.g., number of weeks or sessions)? _____

What is the duration of each session class? _____

34. Do you use intensive courses in your program? Yes ____ No ____
 If Yes, what format do you use (e.g., weekends) and for how many hours? _____

35. What grading system does your institute use in the courses? (Please indicate the minimum passing grade in your selection)

___ Letter grade (A, B, C, D, F) Minimum letter grade to pass: _____
 ___ Numeric (1-100): _____ Minimum numeric grade to pass: _____
 ___ Pass/Fail
 ___ Other: _____

36. How long does it typically take for students to complete your most advanced program? _____

37. Does your Institute offer online classes? ____ Yes ____ No

If YES, please tell us which courses are online, and what platform you are using for delivery (e.g., Blackboard, Moodle, etc.).

38. Does your Institute provide academic counselors who assist students in such matters as course selection, academic advising for academically challenged students, and readiness for ministry? Yes ____ No ____

If yes, who does the academic counseling at your Institute?

39. Using the scale provided, please rate using an X the extent to which you think your Institute promotes each of the following qualities in the students:

	Not at all	A little	Somewhat	Quite a bit	To a great extent	Not sure
Academic quality	_____	_____	_____	_____	_____	_____
Critical thinking ability	_____	_____	_____	_____	_____	_____
Communication skills	_____	_____	_____	_____	_____	_____
Cultural competency	_____	_____	_____	_____	_____	_____

VI. Enrollment

40. How does your Institute recruit students?

41. What are the admission requirements?

42. Who makes the final decision about who is admitted to your Institute?

- ___ The leaders of the denomination to which the Institute belongs
- ___ The board of directors of the Institute
- ___ The director of the Institute
- ___ The body of regular instructors/teachers at the Institute
- ___ Other (please specify): _____

43. Does the institute make available to students and the public a catalogue with current and accurate information about the bible institute's mission, institutional goals, programs and courses, costs and any other pertinent information about its policies? Yes No

If YES, is it in printed form, online, or both? _____

44. How many students were enrolled in all of your programs in 2015? _____ How many in 2016? _____

45. What types of students does your institute enroll? (Please check all that apply.)

Lay church leaders Members of local churches Church pastors

Other (please specify): _____

46. Which of these types of students make up the majority of the student body at your institute?

47. Does your Institute admit female students? Yes No

If YES, what percentage of your students is female? _____

VII. Institutional Record Keeping

48. Is there a person (or persons) at your Institute who have the responsibility for maintaining confidential student and personnel records? Yes No

If yes, please identify the position that individual or individuals hold at the Institute _____

If no, please state how personnel and student records are maintained: _____

49. Are student and personnel records stored in a manner that provides for the protection of their confidentiality and their security from such things as fire and flooding? Yes No

If yes, how and where are these records stored? _____

50. Who has access to the confidential personnel and student records and under what conditions (if any) do students and personnel have access to their personal records? _____

Write here any other information you consider important for us to know that was not requested in this form:

Name of the person completing the application: _____

Signature

Date