THE PROGRAM

The Certificate Program in Christian Ministry and Leadership provides an introduction to theological disciplines for laity, as well as ordained or lay ministers, and other concerned Christians who are currently involved or interested in ministry. This is a unique and dynamic learning experience because of the rich diversity of participants in the program. Our students are Christians, young and old, from all walks of life and different denominations. Some have had limited educational opportunities, while others have college or advanced degrees.

The program is designed for those who want to be more effective in their ministries. It also offers excellent preparatory experiences for men and women who are uncertain about their ministerial goals. The two-year course of study is divided into four semesters. Attendance is required to a retreat in the spring and fall annually. It is possible to obtain transfer credits upon completion of the Certificate Program by enrolling in certain colleges with which New York Theological Seminary has made specific arrangements. Other colleges and universities may also give credit for this program at their discretion. Classes are currently offered at a number of sites, listed below. We also offer the complete program Online (download the forms from www.nyts.edu).

PROGRAM GOALS

- To provide opportunities for ministers and church workers to grow in understanding of the Christian faith, with particular emphasis on the Bible.
- To assist students in examining and exploring new ways of sharing their faith.
- To provide training in the basic skills needed for urban ministry.

CURRICULUM

| FIRST YEAR       | Fall Semester | Old Testament |
|                 |               | Biblical Exegesis |
| FIRST YEAR       | Spring Semester | New Testament |
|                 |               | Cross-Cultural Leadership |
| SECOND YEAR      | Fall Semester | Church Administration |
|                 |               | Church History |
| SECOND YEAR      | Spring Semester | Pastoral Care |
|                 |               | Preaching |
|                 |               | Christian Ethics for Leadership |
|                 |               | Evangelism for the 21st Century |
| SUMMER          | June (Intensive) | Writing for Theology |
| (for those who need writing skills) | | |

For more information call the Certificate Program office at 212-870-1232 or visit our website at www.nyts.edu
Thank you for your interest in the CERTIFICATE PROGRAM IN CHRISTIAN MINISTRY. Please fill out the enclosed application form and return it by mail to the Certificate Program Registrar's office. When we have received your completed admissions packet, you will receive information on how to register for classes.

ADMISSION REQUIREMENTS

___Application Form (completed and signed)
___Passport Size Photograph
___Proof of Immunization against Measles, Mumps, Rubella (2 doses; if born ON or AFTER Jan. 1, 1957)

PROGRAM COSTS

TUITION PER SEMESTER: $700
$350 per course of 12 sessions / $175 per course of 6 sessions

FALL
Old Testament (12 sessions)
Biblical Exegesis (12 sessions)
Church Administration (12 sessions)
Church History (12 sessions)

SPRING
New Testament (12 sessions)
Cross-cultural Leadership (12 sessions)
Pastoral Care (6 sessions)
Introduction to Preaching (6 sessions)
Christian Ethics for Leadership (6 sessions)

SUMMER
Writing for Theology
(Intensive in June for those who need writing skills)
Evangelism for the 21st Century (6 sessions)

FEES:
Late Registration Fee $75
Returned Check fee: $40
Graduation Fee (2nd year only) $210

Tuition and fee payments are accepted in cash, checks and money orders made payable to New York Theological Seminary, and credit cards: VISA/MASTER CARD.

IMPORTANT NOTES

➤ FULL TUITION is due at registration each semester, before classes begin.
➤ New students can register no later than the 2nd week of September for fall semester classes and the 1st week of February for spring semester classes.
➤ All students will receive registration information from the Registrar's office.
➤ Late Registration is by APPOINTMENT ONLY and is NOT PERMITTED after the SECOND WEEK OF CLASS.
➤ Graduation fees are charged regardless of attendance at commencement exercises.

Tuition is refunded on a conditional basis: Official withdrawal must be in writing to the office of the Registrar. a) Student will receive a 100% tuition refund if withdrawal occurs before classes begin and b) 50% if withdrawal occurs NO LATER than the 2nd class week of the semester. NO REFUND is issued if withdrawal occurs after the 2nd class week of the semester.
APPLICATION FOR ADMISSION

NAME: ____________________________

LAST NAME: ___________________ FIRST NAME: ________________ MIDDLE NAME: ___________

Social Security Number: ____________ - ____________ - ____________ Date of Birth: ________ / _______/ _______

Gender: M: ___ F: ___

Address: ____________________________________________________________ Apt. #: __________

City: _________________ State: ______ Zip: ___________ County: ____________

Tel: Home: _____________ Work: ____________

Mobile: ___________________ FAX: ________________________________

E-mail required*: ____________________________

Country of Birth: ______________ Country of Citizenship: ____________ Marital Status: ____________

Ethnic Group Required* Please check the one that applies. ☐ African-American ☐ Native American Indian ☐ Asian
☐ Pacific Islander ☐ Hispanic ☐ White/European ☐ Other

IN AN EMERGENCY: Please name someone we may contact, other than your spouse.

Name __________________________________________________________________________ Relationship ____________ Phone ____________

Church Affiliation (Denomination) __________________________________________________________________________

Church Address: __________________________________________________________ City: ____________ State: ______ Zip: ____________

Church Tel: _______________ Pastor: _____________________________________________ Tel: ___________________

HOW DID YOU HEAR ABOUT US? Newspaper ____ Website ____ Radio Station ____ Church ____

Friend ____ Open House ____ Office of Vocational Discernment ____ Other ____ Please Specify:
____________________________________________________________________

“By signing below I hereby witness that the information I have provided above is accurate and not misleading. I understand my commitment to the Certificate Program in Christian Ministry of New York Theological Seminary, and agree to meet ALL requirements as stated.”

STUDENT'S SIGNATURE: ____________________________________________ Date: ______/_____/_______

BELOW FOR REGISTRAR’S USE ONLY

Date received: ______________ Registrar’s Signature __________________________

475 Riverside Drive, Suite 500
New York, New York 10115
Tel: 212-870-1211
Fax: 212-870-1236
www.nyts.edu
STUDENT VERIFICATION REGARDING HEALTH INSURANCE COVERAGE

As part of your enrollment and registration at New York Theological Seminary, we are required by state and federal law to confirm that you have health insurance coverage. Therefore, please complete this form and send it with the application package. Thank you for your prompt cooperation. (Online students are exempt from this requirement)

Name: ____________________________ Phone: (       ) ______  ______  ______

Address: ____________________________ Apt. #: ____________________________

City: ____________________________ State: _____________ Zip: ___________ County: ____________________

Email: ________________________________

___ YES, I DO HAVE CURRENT HEALTH INSURANCE COVERAGE, from the following provider:

Name: ____________________________

Address: ____________________________

City: ____________________________ State: _____________ Zip: ___________

Phone: (       ) ______  ______  ______

Period of Coverage: From ____________________________ to: ____________________________

Policy #: ____________________________

___ NO, I DO NOT HAVE CURRENT HEALTH INSURANCE COVERAGE.

I understand that I am required to have such coverage while enrolled at New York Theological Seminary. Therefore, I have applied for coverage from (please check one, and will notify NYTS as soon as I obtain coverage.

___ New York State Family Health Plan (www.health.state.ny.us)

___ Voluntary International Student Scholar Medical Insurance (www.studentresources.com)

___ Other, (please specify below)

Name: ____________________________

Address: ____________________________

City: ____________________________ State: _____________ Zip: ___________

(Further information may be obtained from the websites above and/or in the Registrar’s Office of the Seminary.)

I certify that the information I have provided above is accurate, and understand that my enrollment at New York Theological Seminary may be jeopardized by inaccurate or misleading information.

Signed: ____________________________ Date: _______ / _______ / _______

475 Riverside Drive, Suite 500
New York, New York 10115
Tel: 212-870-1211
Fax: 212-870-1236
www.nyts.edu
ATTENTION SEMINARY AND SEMINARY-BOUND STUDENTS

New York State law requires college students to be immunized against measles mumps and rubella. The law applies to all students born on or after January 1, 1957.

Proof of immunity consists of:

Measles – two doses of live measles vaccine administered after 12 months of age, physician documentation of measles or a blood test showing immunity.
Mumps—one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity.
Rubella—one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Check your immunization record with your health care provider to be certain you meet these requirements. For more information, contact your local health department or call the state of New York City Immunization programs listed below:

NYC Hotline 347-396-2402
Dutches County 845-486-3535
Nassau County 516-227-9416

WALK-IN IMMUNIZATION CLINICS
(First come, first served basis)

1. FORT GREENE HEALTH CENTER
295 Flatbush Ave. Extension - 5th Floor,
Brooklyn, NY 11201 (corner of Willoughby St. & Flatbush Ave. Ext., near the Fulton Mall and Long Island University).
Monday through Friday 8:30 a.m. – 2 p.m.
Directions: A, C, & F to Jay St., or 2,3,4 & 5 to Nevins St. or R, Q, & B to DeKalb Ave.

2. TREMONT HEALTH CENTER
1826 Arthur Ave. - 1st floor, Bronx, NY 10457 (between Cross Bronx Expressway & Tremont Ave.)
Adults and children (4 years of age and over)
Tuesday and Thursday 8:30 a.m. – 2 p.m.
Directions: #4 to Burnside Avenue, #2 or #5 to West Farms Square, #6 to Westchester Square. D to Tremont Avenue, Take the #40 or #42 bus toward Arthur Avenue. (East from the #4 and D and West from the #5 and #6).

3. CORONA HEALTH CENTER
34-33 Junction Blvd - 3rd Floor, Queens, NY 11372 (between 34th Ave. & 34th Road)
Wednesday and Friday 8:30 a.m. – 2 p.m.
Directions: #7 train to Junction Boulevard Walk North towards Northern Boulevard or take the #72 bus.
NEW YORK THEOLOGICAL SEMINARY STUDENT IMMUNIZATION RECORD FORM

Name ___________________________________________________________ Student ID Number __________________________

Last                  First                  Middle                     Number on bottom of ID card

Home Address ____________________________________________________________

Number & Street  Apt #  City  State  Zip

******************************************************************************************

New York State Public Health Law 2165 requires post-secondary students to show protection against measles, mumps and rubella. Persons born prior to January 1, 1957 are exempt from this requirement. An MMR vaccine is recommended for all measles vaccine doses to provide increased protection against all three vaccine-preventable diseases: measles, mumps and rubella.

PLEASE NOTE:
A LEGIBLE copy of an immunization record from a previous school attended (college, university) or a childhood immunization record will be acceptable proof of immunization if it clearly contains the required information.

REQUIRED: Measles (Rubeola) Immunity – Must have ONE of the following:

A. **TWO** dates of measles Immunization: (1) ________________ (2) __________________
   Both dates must be given after 1967; the first immunization after the first birthday and the second on or after 15 months of age.

B. Date of Measles Titer ________________________ Results: ________________________

C. Date of physician diagnosed measles disease _________________________________________
   Signature of diagnosing physician __________________________________________________

REQUIRED: Rubella (German Measles) Immunity – Must have ONE of the following:

A. Date of at least one rubella immunization: (1) ___________________ (2) __________________
   (Must be on or after the first birthday)

B. Date of Rubella Titer __________________________ Results: __________________________

   Physician diagnosis is not acceptable

REQUIRED: Mumps Immunity – Must have ONE of following:

A. Date of at least one mumps immunization: (1) ___________________(2) __________________
   (Must be on or after the first birthday)

B. Date of Mumps Titer _____________________ Results: _________________________________

C. Date of physician diagnosed mumps disease __________________________________________
   Signature of diagnosing physician __________________________________________________

Name of Health Practitioner: _______________________________ Signature: __________________________

Date: ______/_____/______

Print

Health Practitioner’s Seal or Stamp
FREQUENTLY ASKED QUESTIONS

1. Q: How long does the program take to complete?
   A: Two years divided in four semesters.

2. Q: How much is tuition?
   1. Tuition is $350.00 per class for a 12-session class (i.e. Old Testament, New Testament, Biblical Exegesis, Writing Skills, Cross-Cultural Leadership, Christian Education & Church History)
   2. Tuition is $175.00 per class for a 6-session class: (i.e. Pastoral Care, Preaching, Christian Ethics for Leadership, and Evangelism for the 21st Century)

3. Q: What other fees are charged for the program?
   A: 1. $210 Graduation Fee (charged regardless of attendance at graduation ceremony)
      2. $75 Late Registration Fee
      3. $40 Returned check fee

4. Q: Do I need a High School Diploma or G.E.D. to enter the program?
   A: No; however, should you wish to continue your education and obtain a college degree, you should work on obtaining your diploma or G.E.D.

5. Q: Can I obtain college credits for this program?
   A: Yes; though the Certificate Program is a non-degree program, many accredited colleges and universities may award you credit, usually through a Life-Experience portfolio or other adult learning program administered through the college. It is the sole decision of the college or university how many credits they may offer for the program. Please contact the Certificate Program for more information.

6. Q: Can I obtain transfer credits into the Certificate Program for work done at Bible Institutes?
   A: No.

7. Q: Can I obtain transfer credits from the Certificate Program into the Master's Program?
   A: *Yes! If you complete the two-year Certificate Program you may obtain 9 credits if you enroll in the Master of Program and 4 credits, if you enroll in any of our Master of Arts programs. If you complete 1 year of the Certificate Program you may obtain 4 credits *(if you have a Bachelor’s degree).

8. Q: How qualified are the Certificate Program professors?
   A: All professors possess at least a Master of Divinity degree from an accredited Seminary, or higher.

9. Q: What are the requirements for admission?
   A: 1. Fill out and sign an application form.
      2. Provide a passport size photograph.
      3. If you were born on or after January 1, 1957, you must provide proof of immunization for: Measles (2 doses), Mumps (1 dose) and Rubella (1 dose).

10. Q: Can I complete the whole program Online?
    A: Yes!

11. Q: Where are the classes held?
    A: Classes are held at Stelton Baptist Church, 334 Plainfield Avenue, Edison, NJ.

NYTS also offers Master of Divinity, Master of Arts in Pastoral Care and Counseling, Master of Arts in Religious Education, Master of Arts in Youth Ministry, Master of Arts in Religious Administration and Leadership, Certificate Program in Islamic Studies, Clinical Pastoral Education (CPE) and Doctor in Ministry Programs.

For further information, please contact Adriane Hill, MDiv, Director of Vocational Discernment at 212-870-1212 or via email to: abilik@nyts.edu ~ Visit us online at: www.nyts.edu