

Educational Good Standing Status: Submitted per each academic year, (Example: Sept. 1, 2006 through Aug. 31, 2007)

- 5 documented approved Events,
- 1 Annual Meeting,
- 2 Courses

Date CLP Comprehensive Exam Passed:

Date Degree Requirements Completed and Assessed as Ready to Contact COM to request to take Exam and submit a Contract:

Degree Plan Guidelines:

1. Submit and Receive Written Approval of Degree Plan*.
2. Maintain Educational Good Standing Requirements per academic year. (If not maintained, you may reapply according to current degree plan at the time of reapplication. Reapplication includes an application fee and may require repeating and/ or taking additional courses and attending additional events.
3. To earn a course "Pass" attend the entire class time, complete all course requirements at a standard of satisfactory work. Submit all assignments and verify that they are on file. Currently, individual courses do not require an exam to pass, but you will be examined by both the TIPS Lay Academy to graduate and then by the Presbytery COM to serve. Courses, Events, Individual and Small Group interactions, guidance by your Educational Advisor ARE INTERVENTIONS ONLY. This means you will need to maintain a regimen of study and place yourself in learning situations through out your preparation and time of service. Graduation from this program in no way implies automatic approval of a CLP contract or passing of an Exam by COM.
4. You are required to maintain active membership in a local church under session sponsorship as named on your application. If not, you will be automatically dropped from the program. Reapplication includes an application fee and will require pastoral reference and session sponsorship from your new church. Reapplication may require repeating and/ or taking additional courses. Please notify TIPS if you anticipate a transfer and request guidance.
5. You are expected to seek the guidance of your TIPS Educational Advisor (an ordained minister).
6. You may request a leave of absence for up to 6 months, per degree plan. To assure that your degree plan is not voided verify that this request is approved and on file. If your degree plan is voided, you may re-apply. Reapplication includes an application fee and may require repeating and/or taking additional courses.
7. After completion of both courses, submission and approval of the study guide packet, request to take the Comprehensive exam.
8. Pass at a satisfactory level Comprehensive TIPS administered written exam.
9. The Book of Order may mandate changes and if so those will be automatically applied to your degree plan.
10. Signature of the Degree plan gives permission is to TIPS to copyright and publish any intellectual materials, photo, assignments, feedback, projects, data submitted by you to TIPS in any media format. Please carefully document the use of any material from any sources that are not your own.

*If you have completed CLP training elsewhere, you may submit a request for Educational Evaluation to determine transfer of comparable courses/programs. This must be done before you submit and receive approval of a Degree Plan.

AUTHORIZATION

I have read the degree plan, understand what is required and agree to abide by this Degree Plan. I am aware that this degree plan will be automatically upgraded to meet any changes in the requirements of the Book of Order, and that may impact my approval to graduate and may require me to complete additional work. I understand that upon gradation I may call myself a Post Graduate CLP Student, but I may not represent myself as a Commissioned Lay Pastor. As a student, a CLP Post-Graduate of TIPS, and/or when an active CLP, I agree to complete and submit documentation to TIPS a minimum of two additional courses (TIPS advanced courses and Transfer courses approved by TIPS), 5 events per academic year and attend the annual TIPS meeting. A transfer of my expedited file to another Presbytery requires BOTH my and the receiving Presbytery's formal request in writing.

Student Signature _____ Date _____

Dean Signature _____ Date _____

Comments: