



PHSOM

STUDENT ACCEPTANCE GUIDELINES

MINISTERIAL TRAINING:

To Attain MINISTERIAL LICENSE FROM THE POTTER'S HOUSE

(MUST BE A LOCAL MEMBER, DESIRING TO BE INVESTED IN THE CLERGY MINISTRY WITHIN THE POTTER'S HOUSE)

To Attain CERTIFICATE OF ACHIEVEMENT FROM THE POTTER'S HOUSE

(MAY BE A NON-LOCAL MEMBER, MEMBER OF ANOTHER ORGANIZATION, OR PARTNER, DESIRING TO INVEST IN THE INCREASE OF BIBLICAL KNOWLEDGE)

NEW STUDENT REGISTRATION:

FOR MINISTERIAL LICENSE OR ELDERSHIP ORDINATION — OPEN IN FALL SEMESTER ONLY.

(MUST HAVE A POTTER'S HOUSE PASTORAL RECOMMENDATION TO REGISTER FOR THE ELDERSHIP COURSE.)

FOR CERTIFICATE OF ACHIEVEMENT — OPEN IN SPRING AND FALL.

Tuition Fee \$250 per semester

Fall (August – December) & Spring (January – May)

Two-Year Training Program – 4 Semesters

New **MINISTERIAL LICENSE Students** (Entry Level) required to submit a completed application form, background check release, and digital photo

FALL OR SPRING SEMESTER:

18 **Tuesday** and 18 **Saturday** Class Sessions; 72 lecture hours **PLUS** exploratory studies as assigned.

Classes for Certificate of Achievement offered online. Classes for Licensing or Ordination at The Potter's House offered online and/or in person.

Tuesday classes begin promptly at 7 p.m. and end at 9 p.m. Saturday classes begin promptly at 10 a.m. and end at 12 p.m. Suggested time of arrival is 15 minutes before class begins. This will allow the student time to prepare for the class; late arrivals, 15 minutes after class begins, will be recorded as an unexcused absence and the student may not be admitted into the classroom session.

CLASSROOM CODE:

PHSOM students to attend each class session in appropriate attire, presenting a full "live online" visual of themselves (online) and remain present (in person) for the duration of the class session.

STUDENT STUDY GUIDELINES:

- ❑ All PHSOM Studies/Sessions are accompanied by a Student Study Guide (SSG)
- ❑ Each SSG can be accessed at will (by registered students only)
- ❑ Students are expected to attend each Class Lecture **fully prepared to participate** in class discussion and, if required, to respond to an impromptu quiz.
- ❑ Both the Class Lecture and the Student Study Guide are used to formulate the semester's Final Exam.

ABSENCE/LATE ARRIVAL:

All absences and late arrivals must be excused. Students are to obtain an excused status on all absences and/or late arrivals by reporting all such (with explanation). **More than three unexcused absences will require the semester to be retaken in its entirety.** ALL EARLY DEPARTURES FROM CLASS SESSIONS WILL BE COUNTED AS AN ABSENCE.

NOTE: PHSOM sites/student domains are only available to CURRENT registered students. *Your Student USERNAME and PASSWORD will be required for access to the Student Domain Link/Canvas and Zoom*

GRADUATION:

COMPLETED IN TWO YEARS (FOUR SEMESTERS)

MINISTERIAL LICENSING OR CERTIFICATE OF ACHIEVEMENT

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THE POTTER'S HOUSE SCHOOL OF MINISTRY

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