



2302 SW Third Street, Ankeny, IA 50023

Phone: (515) 289-9200; Fax: (515) 289-9201
E-mail: inste@inste.edu

Application Form
For Level One Group Leader Training

It's easier than ever to get a group going in your church! You may train one person or several to lead groups. The first two pages of this form are to be filled out by the church. Pages 3 through 5 are to be filled out by the candidate for group leader training. See the back of this page for an explanation of the training process. If you wish to train more than one person, photocopy pages 3-5 and have each candidate fill out the application for distance leader training.

Summary Payment and Shipping Information

(TO BE FILLED OUT BY THE CHURCH)

IMPORTANT: if you are registering more than one person for the training in your church, you only need to fill out one of these summaries, but be sure to include all the application forms together with this sheet.

USPS Shipping Information

Name _____
Address _____
City _____ ST _____ Zip _____

Registration and Shipping Fees

- INITIAL CERTIFICATION.....\$75* per applicant x _____ applicants \$ _____
Includes Manual, *Discipleship 1*, Certification and Shipping
 - RECERTIFICATION.....\$45* per applicant x _____ applicants \$ _____
Includes Manual, Certification and Shipping
 - The other three books of Level One \$60* per applicant x _____ applicants \$ _____
A 50% discount off the regular price of the books!
- TOTAL..... \$ _____

*Includes shipping and handling

Enclosed is a Church Check for the amount of: _____

Credit Card Payment (please fill out below)

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Exp. Date _____/_____/_____ CVS _____ * (the last three numbers on the back of the credit card)
Number: _____
Credit Card Billing Address _____
_____ ZIP _____
Print Name _____ Authorized Signature _____ Card holder name (as it appears on the card)



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Distance Leader Training

1. Your church has nominated you in accordance to the qualifications listed on the back of the application form.
2. After we process your application, we will send you a Training Kit consisting of the Group Leader Manual and Catalog, an INSTE Interactive Textbook and a sealed examination which will be administered to you by a church leader—for example, the INSTE Coordinator in your church—after you have completed the study of the manual.
3. You will study the portion indicated each day in the Group Leader Manual. It is important that you study each day for five days so that you experience the INSTE model.
4. If more than one person is doing the training at your church—or has trained previously—meet as a group to talk about what you studied during the week. If you are the first person to be trained to lead an INSTE group in your church, discuss what you've learned with 2 or 3 other leaders in your church.
5. After you have studied the material and discussed it with a small group of other leaders in your church, the person who has been named as proctor will administer the exam.
6. Your proctor will return the exam to the INSTE office in the enclosed envelope.
7. Your exam will be graded. If you pass the exam, your certificate will be sent to your church to be presented to you publicly in a church service. You will also receive a Starter Kit, which consists of materials you can use to promote INSTE in your church.
8. The INSTE office will call you within a week or two of your certification to answer any questions you may have and to share ideas on how to get started.

That's it! You'll get started on a great adventure of helping a small group of disciples grow in faith and knowledge of the Word of God.

Please send this form and the accompanying application forms of the persons to be trained to:

INSTE Bible College

By mail to: 2302 SW Third Street, Ankeny, Iowa 50023

By Fax to: 515-289-9201

Refund Policy

An applicant for distance leader training may request a refund in writing, by phone or in person if he/she cancels within 14 days of the shipment of the training materials. The certification fee will be refunded in full. A check will be sent to the church with the applicant's name on the memo line.

Book Return Policy

Books returned to the office in resalable condition (not written in) will be refunded according to the following policy. Books returned to the INSTE office in new condition are refunded at 100% and those returned in usable condition are refunded at 50%. INSTE determines the usability of returned books. A check for the returned book(s) is sent to the church with the applicant's name on the memo line.



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Dear Candidate: Fill out the following pages and sign both the **COMMITMENT TO DISCIPLE** and the **CODE OF ETHICS**. Make sure the Pastor also gives approval to your application by signing on the last page.

APPROV.	INV
SHIPPED	DUE
REC'D	GDR
SCORE	CERT.
DLT LOG	

Personal Data

Last name _____ First _____ Initial _____

Address _____ City _____ State _____ Zip _____

Home phone (____) _____ Cell phone (____) _____ Work phone (____) _____

E-mail: _____

Date of birth _____ City of birth _____ ST _____ Country _____

Gender: Male Female Marital status: Single Married Widowed Divorced

INSTE Experience

I'm new to INSTE INSTE student INSTE Level One Graduate INSTE Level Two Graduate

If you were or are an INSTE student, and you wish to receive a book **other than** the Discipleship 1 with your registration, please indicate in the box to the left the book you would like:

Yes No Are you ordering the other three books to complete the set?

If you are an INSTE leader, also answer the following:

- I'm applying for recertification. (This is necessary if you have not led a group for two consecutive years)
- I'm a Certified Leader. I've led groups for two consecutive years. I wish to recertify as an Advanced Leader.
- I'm an Advanced Leader. I've led groups for three consecutive years. I wish to recertify as a Master Leader.

Education

List schools attended beyond high school	Major	Years	Year graduated	Degree
Name of school				
City, State				
Name of school				
City, State				
Name of school				
City, State				

Certificates, licenses, credentials, if any _____

Hobbies and special interests _____



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Ministry Experience

Describe your gifts. _____

How are your gifts being manifested in service to the Body of Christ? _____

What leadership position do you presently hold in your local church? _____

What other leadership positions have you held or do you hold? _____

Commitment to Disciple Others

As a potential Level One Group Leader, please prayerfully read the following list of requirements. If this describes you, and you desire to serve the Lord as part of the INSTE Team, sign this commitment to disciple others.

Requirements for Level One Group Leaders

1. Demonstrate spiritual maturity as described in Galatians 5:22-23.
The primary goal of the Level One is to help the students grow toward spiritual maturity. The group leader models what it means to be a disciple of Jesus Christ.
2. Actively involved in service in the local church according to his/her gifts.
Gift discovery and the development of a service ministry based on that gift is also a goal of the Level One. The group leader demonstrates in his/her ministry the connection between gifts and service to the Lord.
3. Appointed by the church leadership/pastor as a candidate for leading a Level One group.
4. Has discipling skills such as being able to...
 - Apply biblical truths to the daily life.
 - Encourage spiritual growth toward maturity in Jesus.
 - Help growing disciples discover their giftedness and find a place of service in the Body of Christ.
5. Has a discipling gift-mix that includes one or more of the following: mercy, giving, exhortation, teaching, faith, word of wisdom.
6. Willing to commit the time and energy needed to disciple others. This includes studying the INSTE courses along with the students (for credit or not for credit), guiding the INSTE group meetings, modeling spiritual disciplines such as prayer, witnessing, giving, etc.; coaching maturing disciples, stimulating their spiritual and personal development, etc.

"With the help of the Lord, I will commit myself to the task of discipling others."

Signature —applicant

Your name (printed)



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Code of Ethics for Student Recruitment

Part of your task as a group leader will be to recruit students for your group. You will be trained to do so in the DLT course you will take. In conformity with the standards set by the Accrediting Commission of the Distance Education and Training Council, [DETC] each candidate to lead a group is required to sign this code of ethics.

If I am certified to lead a group, I will adhere to high ethical standards in the conduct of my duties, and to the best of my ability, will:

1. Observe fully the right of all applicants and commit no action that would be detrimental to any applicant's opportunity to enroll because of race, sex, color or national or ethnic origin.
2. Never knowingly make any false or misleading representation to any applicant or use any coercive practices in presenting information.
3. Enroll applicants only in the course or courses in which they have expressed their interest, provided they meet the qualifications and standards established by INSTE for enrollment.
4. Provide applicants only with information authorized by INSTE regarding occupational opportunities for graduates.
5. State accurately and clearly to prospective students the approvals, accreditation, recognition, and course acceptance accorded to INSTE.
6. Never use tuition assistance from any source as the primary inducement for enrollment.
7. Refrain at all times from making any statement or inference that might falsely impugn the integrity or value of any other institution or method of training.
8. Discharge faithfully and to the best of my ability, all the duties and obligations and procedures established by INSTE for group leaders, and know my obligations and rights as a representative of INSTE.
9. Reflect at all times the highest credit upon myself, upon INSTE, and the field of distance education and always strive to enhance the reputation of my ministry through my conduct as a INSTE group leader.

Signed

Date

(If you are certified as an INSTE group leader, this document will be filed with your application in the INSTE office.)

Pastoral recommendation and approval

I have read the requirements for INSTE Level One Group Leaders and I affirm that the following applicant meets those requirements and that he/she demonstrates adequate spiritual maturity, biblical knowledge and leadership experience to be able to successfully lead an INSTE group. By sponsoring him/her, I show my endorsement of this candidate as a potential INSTE Group Leader.

Pastor's Name, Printed

Pastor's Signature

Church _____ Denomination _____

Address _____

City _____ ST _____ Zip _____

The church leader (i.e., INSTE Coordinator) who will proctor your exam: _____

Best time and day to call you after you take the exam: _____
Time Day

Best phone number to use to call you for the after-exam interview: _____