Certificate in Theological Education for Leadership (CTEL) Program Frequently Asked Questions

How much does it cost to complete the CTEL program?

See page 3 for The UCC Hawaii Conference pricing

How long will it take me to complete the CTEL program.

The program is designed to be completed in **13 months**.

What should I expect over these 13 months?

Completion of the CTEL program requires participation in:
One (1) Orientation session, **two (2) Seminar** sessions, and **eleven (11) Courses**.
All sessions start at **9:00am** Hawaii Standard

- Each **Monthly Course** meets for **2 sessions, 3 hours each**, with some readings, videos, and online posting assignments between sessions. Some courses overlap 2 months.

- **Seminars** meet for only **1 session for 3 hours**. The seminars are scheduled to occur in the same month.

- The **Orientation** session launches the certificate program and meets for **1.5-2 hours**, as a way of meeting the TEL staff, answering your questions, and becoming familiar with technologies used and support resources available to you. The Orientation occurs in the same month as the first course offering.

How much class time and course work should I expect?

Each **Course** is scheduled for **4 Saturdays**, usually consecutive.

Some courses may require **assignments to be completed before the 1st Saturday**. These assignments could be: reading(s), watching short videos, a short written reflection to "prompt" your current thoughts about and experience with the upcoming topics. The intent is always to prepare you for informed and enriching discussions with your instructor and your classmates.

- The **1st** Saturday is a 3-hour Zoom session to outline the course, answer questions, and start presentations by the instructor and discussions about the topics presented.

  o The **next two weeks** involve the bulk of course work for the student. Depending on the course topic, assignments may be: reading(s), short videos, short written reflections, online posts, responses to your classmates' posts, and possibly some research into a topic. **Most assignments can be completed in 30-45 minutes**.

- The **2nd Saturday** date is highlighted to encourage students to engage in online discussions, posting reflections and responding to reflections of other students. Students are encouraged to support one another in completing the assignments through questions and discussions.

- The **3rd Saturday is another 3-hour Zoom session**, continuing with topic presentations, reflections on assignments, and discussions. This is the closing session of the course.

- The **4th Saturday** is set as the due date for any final assignment.

Each Seminar may include pre-assignments, but there is no final assignment.

Will I be expected to write long papers?

No. The CTEL program emphasizes **learning in community**. Any written work will be short reflections: in response to reflection questions, as part of a discussion forum, as a conversation between student & instructor, or to capture thoughts that arise from readings or practices. To accommodate students for whom writing is difficult (for whatever reason,) some assignments will be set up to allow a voice recording.

Will I know what to expect before the course begins?

Yes. Each **course syllabus** will be available to students at least a week before the course begins. The syllabus will include all topics to be covered and details about assignments.

Will I need to purchase any books or other materials?

No. Any reading assignment will either be accessible online or available as a downloadable pdf document. All videos used will be available online; some may require a password, but no video will require payment.

What technology will I need to participate in class sessions and course work?

Reliable internet access. Equipment with a web-camera and microphone (phone, tablet, laptop, desktop computer). Access to a device with internet access that allows ease of use for typing input longer than a text and interacting with multiple tabs or windows (Moodle is difficult to use from a phone.)

What if I have difficulty using the technology?

The Orientation will introduce you to the technology used in the CTEL program: **Zoom** for class sessions and **Moodle** for course information and assignments. A **TEL Support member** will join each class session, to assist students and the instructor. TEL Support will be available throughout the program via email for assistance, suggestions, troubleshooting, and instruction on how to use the technology.

Certificate in Theological Education for Leadership 2023 Schedule

All sessions meet on Saturday	Hawaii Standard: 9:00AM – 12:00PM	
Course sessions meet by Zoom on BOLDED dates.	*Course Titles are subject to change to reflect the focus of the course*	
YEAR	**DATES**	**TITLE │ Instructor**
2022	December **03**	CTEL Program Orientation *(certificate students only)*
2 0 2 3	January **07**, 14, **21**, 28	Old Testament Survey │ Dr. Dominique Denman
	February **04**, 11, **18**, 25	Biblical Interpretation │ Dr. Sharon Jacob
	March **04**, 11, **18**, 25	New Testament Survey │ Dr. Sharon Jacob
	April **01**, 15, **22**, 29	Contemplative/Christian Spirituality │ TBA
	May **06**, 13, **20**, 27	Introduction to Christian Worship │ Dr. Dominique Denman
	June **03**, 10, **17**, 24	Introduction to Preaching │ Rev. Cheryl Ward
	July **08**, 15, **22**, 29	Introduction to Pastoral Care │ Dr. Kellie Turner
	August **05**, 12, **19**, 26	Introduction to Christian Ethics │ Dr. Kellie Turner
	September **09**, 16, **23**, 30	History of Christianity │ TBA
	October **07**, 14,**21**, 28	Introduction to Christian Education │ TBA
	November **04**, 11, **18**, December 02	Introduction to Theological Ideas for Social Transformation — Church in the Public Square │ TBA
	December **09**	Mental Health and Leadership: Dealing with yourself and others (Seminar) │ Dr. Katrina Marsh
	December **16**	Care & Administration of Church (Seminar) │ TBA

All dates are confirmed. Topics may be rearranged due to Instructor availability. Check *psr.edu/centers/tel* for all registration links.
New and returning students should complete the *CTEL Application* to receive registration instructions.
Individual Course participants should complete *the Course Registration* Form by Wednesday before course start date.

CTEL Tuition & Fees for UCC Conference Hawaii:

FULL CERTIFICATE PROGRAM: $2025	includes: • *(waived)* **$20** non-refundable application fee • (*waived*) **$355** Administrative and Technology fee • 11 Courses @ **$175 each** • 02 Seminars @ **$50 each**
INDIVIDUAL COURSE • **$225** General Public • **$120** Continuing* Hawaii CTEL students **INDIVIDUAL SEMINAR** • **$75** General Public • **$35** Continuing* Hawaii CTEL students	**Additional $35 fee for CEU Certificate** • Course @ 1.6 CEUs • Seminar @ 0.5 CEUs ***** Continuing Hawaii CTEL students must contact **tel@psr.edu** to (a) confirm your eligibility to enroll as a continuing student, (b) identify the courses needed to complete your certificate, and (c) receive registration information for these courses at special pricing.