



# MINISTER OF DISCIPLESHIP MINISTRIES LICENSE

Application/Handbook

*Equipping for Excellence in Ministry*



CORNERSTONE  
CONFERENCE





OFFICE OF THE SUPERINTENDENT  
**CORNERSTONE CONFERENCE IPHC**

Equipping For Great Commission Ministry

Dear Ministerial Candidate,

I am so thankful the Lord has placed a calling on your life for ministry. We are honored that you are pursuing ministry with the Cornerstone Conference. You have responded to the highest calling. This call requires careful preparation. We look forward to the opportunity to assist you along your journey.

The Cornerstone Conference is a body of International Pentecostal Holiness Churches existing to equip ministers and churches to fulfill the Great Commission. Our desire is to obey God by raising up Great Commission leaders. We invite you to join us in obeying Christ's command in Matthew 9:38; *"The harvest is plentiful but the workers are few. Ask the Lord of the harvest, therefore, to send out workers into his harvest field."*

My prayer for you is that you will find and follow God's wonderful plan for your life and ministry. May you sense His presence as you prepare for this highest of callings

The following pages will describe the process of applying for credentials as well as participation in our training for new ministers. If you have any questions while completing these forms please don't hesitate to contact myself or my Executive Assistant, Tennille Nichols by calling 336-656-7936.

My prayer for you is that you will find and follow God's wonderful plan for your life and ministry. May you sense His presence as you prepare for this highest of callings.

Sincerely,

A handwritten signature in black ink that reads "Mike Ainsworth". The signature is written in a cursive style.

Mike S. Ainsworth, Superintendent  
Cornerstone Conference, IPHC

Warmest Christian greetings!

On behalf of the Ministerial Credentialing Committee, and the faculty and staff of the Biblical Ministries Institute, I am delighted to welcome you to the beginning of a rewarding journey.

Along this path of preparation you will form many enriching friendships that will endure for the rest of your life. You'll become a member of a unique band of brothers and sisters who are engaged in the front lines of ministry for the glory of God. In your quest to become "...a good minister of Jesus Christ..." (1 Timothy 4:6), you will learn many life-changing truths. You will develop a deeper quest for Bible knowledge. You will be given the foundational tools that are necessary in applying wisdom to lead those you will serve as a minister. You'll also become well acquainted with the rich history, the relevant present, and promising future of the International Pentecostal Holiness Church.

If you are convinced God has called you to be a minister in His service, you are fulfilling a high and holy calling. I commend you for seeking your ministerial credentials in the Cornerstone Conference. Committing to the process with patience and perseverance in the preparation will serve you well as you endeavor to "...finish my [your] race with joy, and the ministry which I [you] have received from the Lord Jesus, to testify to the gospel of the grace of God" (Acts 20:24).

I believe you will recognize the importance and benefit of having an ecclesiastical covering for your ministry. The Ministerial Credentialing Committee will affirm your ministry calling. The Biblical Ministries Institute will provide you with an adequate foundation upon which you will continue to build in your ministry.

If you have questions or need assistance in this endeavor, please call the Cornerstone Conference Office at 1-877-367-9622 (toll free) or 656-7936 for local calls. You may also contact me at 336-512-9507.

We are here to assist and serve you in any way possible. I pray God's favor upon you as you pursue your ministerial credentials in the Cornerstone Conference.

Yours For Him,



Garry Yeatts  
Ministerial Credential Committee Chairman  
Biblical Ministries Institute Director

## **International Pentecostal Holiness Church Cornerstone Conference IPHC**

### **Requirements For Receiving Minister of Discipleship Ministries Local Church License (MDMLCL)**

The International Pentecostal Holiness Church (IPHC) *Manual* directs each Conference to establish a prescribed course of study, approved by the Council of Bishops for individuals who have a definite call of God on their life to enter into formal ministry. The Cornerstone Conference Executive Council has directed the Cornerstone Conference Credentialing Committee to have oversight in fulfilling this mandate. The primary ministry arm for providing foundational training for potential ministers is the Biblical Ministries Institute (BMI).

This document provides basic information pertaining to the Local Church Minister's License, the Minister's License, and Ordination with ***a concentration in Discipleship Ministries***. Ordination is the highest level of ministerial credential conferred upon an individual by the IPHC. The prescribed time to receive Ordination in the IPHC is three-years. Prior to Ordination an individual must hold Minister's License. In an effort to assist in determining God's call on their lives, some have opted for the Local Church Minister's License.

#### ***“WHAT’S THE DIFFERENCE BETWEEN THE LOCAL CHURCH MINISTER’S LICENSE AND MINISTER’S LICENSE, AND WHAT ARE THE STEPS IN RECEIVING ONE OF THESE MINISTRY CREDENTIALS?”***

The Holy Spirit gives every believer a particular ministry gift or gifts at the moment of his or her conversion (see 1 Peter 4:10; Ephesians 4:7; 1 Corinthians 12:7). The Bible does not mandate believers hold a ministerial credential in order to function within those ministry giftings. We are expected to invest those giftings in the local church in order to assist the church in growing (Matthew 25:14-30).

The Ministerial Credentialing Committee representatives will serve to give clarity regarding a definite call into ministry during the Initial Interview appointment. That is the first step in the process of determining which, if any credential is necessary.

Typically, the call of God into a specific area of ministry is direct and definite. Upon accepting the call into ministry, the person is mindful of God's specific purpose, and the arena of ministry upon which they should focus. As an act of

obedience to God, people in this category have made a personal surrender to God's will, and they pursue the Minister's License. However, there are times when an individual may sense a call on their lives, yet are uncertain if God is calling them to full-time ministry in a particular area of ministry. The individual has a desire to assist the pastor in the local church and represent the local church in the community. In some instances a formal credential may be necessary to enable them to fulfill that call upon their lives. Generally, the senior



pastor in the local church can provide meaningful direction when asked for his/her counsel. Holding the Local Church Minister's License demands higher levels of exposure to ministry, coupled with a greater degree of responsibility and accountability for ministry in the local church. Possessing the Local Church Minister's License can sometimes bring clarity in a believer's life regarding the need to pursue the Minister's License.

Receiving and answering a definite call to ministry brings with it significant changes in a person's life. Expectations are higher, and a commitment to fulfilling the call results in new demands of the individual, as well as to their family. A sacred call into ministry is no mere career choice.

Listed below are the basic differences and steps between the MCML and the MDMLCL are summarized below:

**1. Minister of Discipleship Ministries License (MDML):**

- A. Minimum requirements to receive this credential are as follows:
  - 1) Complete the Ministerial Credential Program Application.
  - 2) Provide all documentation required to complete the candidate's file by January 15 of the year in which they desire to receive their credential.
  - 3) Schedule an informal Initial Interview with representatives of the Ministerial Credentialing Committee through the Cornerstone Conference Office.
  - 4) Depending on the recommendation resulting from the Initial Interview, the candidate will be required to meet formally with the entire Ministerial Credentialing Committee in a scheduled meeting.
  - 5) The Ministerial Credentialing Committee shall be responsible to offer directives and/or recommendations to the candidate in order to either halt or proceed in the process of receiving the credential.
  - 6) Complete the three required courses; complete four additional courses that are chosen in consultation with the BMI Director or his appointee; read the three required textbooks with concentration in the specialty emphasis in Discipleship Ministries; and submit a written critique on each of the three required textbooks read. (See information below regarding the textbooks under Recommended Reading Lists and Guidelines for Writing a Critique).
- B. This credential is presented to the candidate in a formal session of the Cornerstone Conference IPHC.
- C. The person holding the MDML is amenable to the Cornerstone Conference IPHC.
- D. Individuals who hold the MDML are required to tithe on their income to the Cornerstone Conference.
- E. Those who hold this credential are ineligible to serve on the Administrative Council of the local church, and may not participate in the business of the local church.
- F. In addition to the completion of class work and reading required, the recipient of the Minister of Discipleship Ministries License is required to attend the annual Minister's Orientation. The Minister's Orientation is a one-half day meeting typically scheduled in May each year. Cornerstone Conference Leaders share vital Information in this meeting. Lunch is provided to those attending.

- G. The States of North Carolina and Virginia and the International Pentecostal Holiness Church will allow holders of this credential to conduct weddings in these respective states within the Cornerstone Conference IPHC.

**2. Minister of Discipleship Ministries Local Church License (MDMLCL):**

- A. Minimum requirements for receiving the Minister of Discipleship Ministries Local Church License are as follows:
  - 1) Complete the Ministerial Credential Program Application.
  - 2) Provide all documentation required to complete the candidate's file by January 15 of the year in which they desire to receive their credential.
  - 3) Schedule an informal Initial Interview with representatives of the Ministerial Credentialing Committee through the Cornerstone Conference Office.
  - 4) Depending on the recommendation resulting from the Initial Interview, the candidate will be required to meet with the entire Ministerial Credentialing Committee in a scheduled meeting.
  - 5) The Ministerial Credentialing Committee shall be responsible to offer directives and/or recommendations to the candidate in order to either halt or proceed in the process of receiving the credential.
  - 6) Complete the three required classes and read the following textbooks: *Basics of Christian Education* and *Your First Two Years in Youth Ministry*; submit a written critique for each textbook read. (See information below regarding the textbooks under Recommended Reading Lists and Guidelines for Writing a Critique).
- B. This credential is presented to the candidate by the senior pastor of the local church during a Sunday morning worship service.
- C. Those who hold this credential are amenable to the senior pastor of the local church.
- D. Individuals who hold this credential are required to pay a tithe of their income into the local church of which they are members.
- E. Persons holding this credential may serve on the Administrative Council of the church in which they are members, and may participate in the business of the local church where they hold membership.
- F. **NOTE:** Institutions (hospitals, jails, nursing homes, prisons, etc.) generally recognize individuals who hold this credential as licensed clergy, and typically allow access for the holder of the credential for ministry purposes.
- G. **NOTE:** Individuals who hold this credential are not allowed to conduct a wedding in the States of North Carolina or Virginia; however, they are allowed to assist in conducting a wedding.

**Candidates receiving any entry-level clergy credential are encouraged to continue the three-year course of study through the BMI. Every minister is expected to maintain a life-long learning posture in order to reach maximum effectiveness in ministry.**

## **BMI COURSE WORK**

This section deals with the course work required for the individual who is in pursuit of the MDML or the MDMLCL.

Those seeking Minister's License are required to complete a minimum of ten classes in the Cornerstone Conference BMI. Candidates who are in pursuit of the Certificate of Ordination are required to complete thirty classes over a three-year period. An exception is made for those who submit transcripts or verifiable records from other institutions of learning (study programs in other denominations, colleges, and universities). Applicable transfer credit is awarded for classes completed.

Life-Credit may be awarded to candidates who have been actively involved in previous ministry contexts. Life-Credit is not automatically given, but must be formally requested by candidates for ministry credentials in the Cornerstone Conference IPHC.

**Note:** All candidates for License or Ordination are required to satisfactorily complete the prerequisite classes of International Pentecostal Holiness Church History; Articles of Faith and Government; and Classical Pentecostalism. Prior to receiving the Minister's License or Certificate of Ordination, the candidate must attend the Minister's Orientation that is scheduled each year.

### **FIRST-YEAR COURSE WORK:**

#### **A. Minister of Discipleship Ministries License.**

1. Candidates seeking the Discipleship Ministries License shall complete a minimum of ten classes.
2. The ten classes are composed of the following:
  - a. Completion of the three prerequisite courses: IPHC History; Articles of Faith and Government; and Classical Pentecostalism.
  - b. Read the three textbooks from the Recommended Reading List for Year-One (see below).
  - c. Write and submit a written critique on each of the textbooks (see Guidelines for Writing a Critique below).
  - d. Complete four of the classes being taught in the BMI. The BMI Director or his appointee shall consult with the candidate in the selection of the classes to be completed.

#### **B. Discipleship Ministries Local Church License.**

1. Candidates pursuing the Discipleship Ministries Local Church License are required to complete a minimum of five classes.
2. The five classes consist in the following:
  - a. Completion of the three courses: IPHC History; Articles of Faith and Government; and Classical Pentecostalism.
  - b. Read the following two textbooks from the Recommended Reading List:
    - 1) *Basics of Christian Education* by Karen B. Tye
    - 2) *Your First Two Years in Youth Ministry* by Doug Fields



- c. Write and submit a written critique on each of the textbooks (see Guidelines for Writing a Critique below).

## **SECOND-YEAR COURSE WORK:**

### **A. Minister of Discipleship Ministries License.**

1. Individuals who hold the MDML are encouraged and expected to pursue Ordination.
2. **Practical Involvement in Ministry.**
  - a. The IPHC has determined that a year should elapse between the time the candidate for Ordination receives his/her Minister's License and receiving the Certificate of Ordination.
  - b. This year should find the person holding the Minister of Discipleship Ministries License actively involved in ministry in and through the local church.
  - c. Opportunities for ministry may occur outside the immediate context of the local church and extend into other areas of the Conference and Denomination.
  - d. During this time those who hold this credential remain amenable to the Cornerstone Conference IPHC, pay their tithes into the Conference, and are expected to attend the various meetings, workshops, seminars, worship services, and retreat invitations that are open to all ministers of the Cornerstone Conference. Attendance and involvement in these Conference events provide excellent opportunities for networking with other ministers, staying informed regarding matters pertaining to the Conference, as well as receiving personal spiritual enrichment.
3. **Continued Course Work in the BMI.**
  - a. The candidate shall complete a total of ten classes that include the following:
    - 1) Read the three textbooks related to the Second-Year (See the Recommended Reading List below).
    - 2) Write and submit a critique on each of the textbooks (See Guidelines for Writing a Critique below).
    - 3) Select seven courses to complete through the BMI.
  - b. The BMI Director or his appointee shall serve as an advisor regarding the selected classes for substitution for the reading/writing assignments, as well as those classes that should be completed.

### **B. Discipleship Ministries Local Church License.**

1. The recipient of the DMLCL may determine after prayer and consultation determine God desires they proceed to receive the MDML credential. Should this occur, the individual shall:
  - a. Schedule a meeting through the Cornerstone Conference Office with the Ministerial Credentialing Committee.
  - b. If in consultation with the Ministerial Credentialing Committee it is determined the individual proceed in working toward receiving the MDML, the candidate shall:
    - 1) Read *Creating A Discipleship Culture in Your Youth Ministry* from the First Year Recommended Reading List.
    - 2) Write and submit a critique on the above textbook (see the Guidelines for Writing a Critique below).

- 3) Complete four foundational classes from the year the candidate began taking classes.
  - a) The candidate may complete the classes from the year they began taking classes in the BMI by independent study, or may select classes to attend from the next cycle of classes to be offered.
  - b) Should the candidate determine to pursue Ordination, they will be required to read all nine textbooks from the Recommended Reading List, write and submit a corresponding critique on each of the texts, and complete a total of eighteen classes for a total of thirty classes.
2. Remain engaged in the ministry in the local church within the boundaries of the Cornerstone Conference IPHC.
3. Understand and agree to:
  - a. Be amenable to the Cornerstone Conference IPHC.
  - b. Pay tithe into the Cornerstone Conference IPHC.
  - c. Conduct themselves in accordance with the By-Laws of the IPHC and Cornerstone Conference in matters pertaining to Ministers.

### **THIRD-YEAR COURSE WORK:**

#### **A. Minister of Discipleship Ministries License.**

1. Course Work.
  - a. Read the three text books related to Year-Three (see Recommended Reading List below).
  - b. Write and submit a critique on each of the corresponding books read.
  - c. Choose and complete seven classes from the course list for the third-year.
2. Prior to receiving the Certificate of Ordination, the candidate shall:
  - a. Schedule an appointment with the MCC through the Cornerstone Conference Office.
  - b. Prior to meeting with the MCC, the student shall fill out and submit the Cornerstone Conference Ministerial Credentialing Committee Candidate Information Update Form (see attachment).
- B. The candidate may be asked to meet with the Cornerstone Executive Council in the process of pursuing the credential.

### **Required Courses Offered Each Year**

- A. Listed below are thirty classes that are offered over a three-year period in the BMI curriculum.
  1. **Note:** Thirteen classes are offered each year. Two classes are offered each year during the months of March, April, and May. One of the classes offered in March, April, and May is a prerequisite class; the other class is either an elective class or a foundational class.

2. Offering two classes during these months enables the BMI to accommodate candidates seeking a credential an opportunity to complete the prerequisite classes; regardless of what year they begin classes in the BMI.
- B. The BMI program is set to accommodate candidates for ministry credentials regardless of what year the candidate enters the program working toward a ministry credential.
1. For example, a candidate who seeks a credential may receive and answer a call from God for a specific ministry during the year when the BMI is in the third-year of the curriculum being offered. The candidate can begin taking classes at any time during that third-year, and resume their studies in the first-year of the curriculum the following year. Because the courses offered are in a continual cycle, the candidate will be able to complete all the classes that are necessary to satisfy the particular credential they are seeking.
  2. **Note:** Classes in the BMI may be started at any time. The candidate is not required to wait to begin taking classes after the Initial Interview, or the meeting with the Ministerial Credentialing Committee takes place.
- C. The goal of the BMI is to provide a balanced foundation to ministerial candidates. Course offerings are intended to assist the candidate to be biblically literate, professionally competent, and institutionally aware.
1. Twenty-one foundational courses are offered in a three-year period.
  2. Bible elective courses are offered in addition to the twenty-one foundational courses.
  3. Three prerequisite classes are offered each calendar year.
    - a. They appear in bold italics, and are required by all candidates for ministerial credentials at any level.
    - b. They are offered each year in the course curriculum to accommodate candidates for any level of ministerial credential.
    - c. Candidates pursuing the MDMLCL are required to complete the three prerequisite courses prior to receiving their Local Church Minister's License.
- D. Candidates seeking a credential with special emphasis (Minister of Discipleship Ministries License or Minister of Music License) may choose classes from the foundational classes offered each year.
1. Although candidates are required to complete the three prerequisite courses, read two textbooks, and submit critiques that correspond to the textbooks, they are welcomed and encouraged to take advantage of as many classes as their schedule will allow each year.
  2. The BMI Director or his appointee is authorized to advise on course selection.

#### **FIRST-YEAR FOUNDATIONAL COURSES OFFERED:**

- Knowing and Studying the Bible
- Pastoral Ministry
- Managing Church Conflict
- Effective Christian Outreach



- Principles of Teaching
- Eschatology (Book of Revelation)
- Homiletics
- Pastoral Care and Counseling
- Church Growth
- Apologetics
- **\*IPHC History**
- **IPHC Articles of Faith and Government**
- **Classical Pentecostalism**

**SECOND-YEAR FOUNDATIONAL COURSES OFFERED:**

- Church History
- Theology I
- Family Ministry
- The Life and Teachings of Christ
- Spiritual Gifts
- Book of Acts
- Old Testament Class: To Be Announced
- Old Testament Class on the Post-Exilic Minor Prophets
- New Testament Class: To Be Announced
- **\*IPHC History**
- **IPHC Articles of Faith and Government**
- **Classical Pentecostalism**

**THIRD-YEAR FOUNDATIONAL COURSES OFFERED:**

- Theology II
- Christian Ethics
- Spiritual Disciplines
- Leadership
- Church Administration
- Book of Romans
- Old Testament Class: To Be Announced
- New Testament Class: To Be Announced
- New Testament Class: To Be Announced
- **\*IPHC History**
- **IPHC Articles of Faith and Government**
- **Classical Pentecostalism**

**\*IPHC is an acronym for International Pentecostal Holiness Church**

## **Recommended Reading List**

Listed below are the recommended textbooks for the candidate to read, and submit a corresponding critique. This list of books is subject to change due to availability of the book, and/or the substitution for a better text. Candidates are welcomed to suggest textbooks for the Ministerial Credentialing Committee to consider placing in the curriculum for special emphasis credentials.

**Note:** The requirement of reading the books listed below does not mean the IPHC, Ministerial Credentialing Council, or Cornerstone Conference IPHC endorses everything in the text. The candidate is expected to think critically about any material read, and glean insightful material that may be applied to the ministry context where they serve.

### **First Year:**

- *Basics of Christian Education* by Karen B. Tye
  - ⇒ Publisher: Chalice Press; Edition Unstated edition (January 1, 2000)
  - ⇒ 156 pages
- *Your First Two Years in Youth Ministry* by Doug Fields
  - ⇒ Publisher: Zondervan/Youth Specialties; 32367th edition (August 1, 2002)
  - ⇒ 304 pages
- *Creating A Discipleship Culture in Your Youth Ministry* by Rod M Whitlock and Kyle Scheele
  - ⇒ Publisher: Rod M Whitlock (March 25, 2016)
  - ⇒ 176 pages

### **Second Year:**

- *Family Based Youth Ministry* by Mark DeVries
  - ⇒ Publisher: IVP Books; Revised and Expanded edition (May 6, 2004)
  - ⇒ 256 pages
- *Building Your Volunteer Team: A 30-Day Change Project for Youth Ministry* by Mark DeVries and Nate Stratman
  - ⇒ Publisher: IVP Books (January 3, 2015)
  - ⇒ 155 pages
- *Jesus Centered Youth Ministry (Revised): Moving from Jesus-Plus to Jesus-Only* by Rick Lawrence
  - ⇒ Publisher: Simply Youth Ministry; Revised edition (March 7, 2014)
  - ⇒ 236 pages

### **Third Year:**

- *The Cost of Discipleship* by Dietrich Bonhoeffer  
⇒ Publisher: Touchstone; 1st edition (September 1, 1995)  
⇒ 320 pages
- *Strategic Disciple Making: A Practical Tool for Ministry* by Aubrey Malphurs  
⇒ Publisher: Baker Books (January 1, 2009)  
⇒ 192 pages
- *A Long Obedience in the Same Direction: Discipleship in an Instant Society* by Eugene Peterson  
⇒ Publisher: IVP Books; Anniversary edition (July 28, 2000)  
⇒ 216 pages

### **GUIDELINES FOR WRITING A CRITIQUE**

Study guides are not provided for textbooks candidates are assigned to read.

No test is administered on the reading assignments; however, the candidate is to write and submit a critique on the books that are read.

A critique is a summarized evaluation of the textbook. It is not a book review, in which the candidate summarizes the contents of the text. The critique should be an evaluation and analysis of the textbook. The members of the MCC will be familiar with the textbook; therefore, it will be redundant to inform the assigned member of the MCC of what the book is about. The critique should interact with the author of the text. The student should note certain points of special interest, as well as areas where the student might disagree. The critique should analyze how the material learned from the reading assignment may be applied to the immediate context of ministry in the area of Discipleship Ministries.

### **Format for writing the Critique**

1. The critique should be no shorter than three (3) pages, and no longer than seven (7) pages in length.
2. The paper should be written with one inch margins and should have a header with four (4) lines containing:
  - a. Your name
  - b. Name of the text and author
  - c. Date when the critique is written
  - d. Page number
3. The paper should be written in Microsoft Office Word.
4. The body of the paper should be in Arial Font, twelve (12) point, and the header should be Arial Font, ten (10) point.



5. The paper, if presented digitally, should be in PDF format.
6. The spacing for the lines of the body of the paper should be 1.5.
7. The title of the paper should be centered on the first page, skipping two lines from the header. It should be centered, typed in bold print, and contain the following:

Cornerstone Conference Biblical Ministries Institute

A Critique Of Book Title

8. An example of a book critique appears on the Conference website, [cornerstonecmc.org](http://cornerstonecmc.org). Click on the example book critique link under the Biblical Ministries Institute button under "Our Ministries."

### **Critique Paper Due Dates**

#### 1. **FIRST-YEAR:**

- A. The candidate must make a copy of the critique, and mail the original to the Conference Office. Sending the original copy through the mail, and keeping the copy on hand will serve to ensure the document has been received and not lost in the mail.
- B. The candidate must keep the copy of the critique until they have received confirmation by the Conference Office that the original copy has been received and graded.
- C. **NOTE:** The three critiques must be submitted to the Conference Office no later than **April 15** of the year in which the candidate desires to receive his/her License.
- D. **NOTE:** The paper may be emailed as an attachment to the three following addresses:
  - 1) Tennille Nichols: [tnichols@ccrdc.org](mailto:tnichols@ccrdc.org)
  - 2) Dr. Danny Penny: [dannywpenny@gmail.com](mailto:dannywpenny@gmail.com)
  - 3) Garry Yeatts: [garryyeatts@yahoo.com](mailto:garryyeatts@yahoo.com)

#### 2. **SECOND-YEAR:**

- A. All critiques for second-year ministerial credential candidates must submit the original critique.
- B. Written critiques should be copied. The candidate will hold the copy in their possession until they have been notified the original has been received and reviewed by authorized personnel in the Conference.
- C. All critiques for the second-year must be submitted and received in the Conference Office by April 30.
- D. **NOTE:** The paper may be emailed as an attachment to the three following addresses:
  - 1) Tennille Nichols: [tnichols@ccrdc.org](mailto:tnichols@ccrdc.org)
  - 2) Dr. Danny Penny: [dannywpenny@gmail.com](mailto:dannywpenny@gmail.com)
  - 3) Garry Yeatts: [garryyeatts@yahoo.com](mailto:garryyeatts@yahoo.com)

3. **THIRD-YEAR:**

- A. The candidate must make a copy of the critique, and mail the original to the Conference Office. Sending the original copy through the mail, and keeping the copy on hand will serve to ensure the document has been received and not lost in the mail.
- B. The candidate must keep the copy of the critique until they have received confirmation by the Conference Office that the original copy has been received and graded.
- C. **NOTE:** The three critiques must be submitted to the Conference Office no later than **April 15** of the year in which the candidate desires to receive his/her License.
- D. **NOTE:** The paper may be emailed as an attachment to the three following addresses:
  - 1) Tennille Nichols:      tnichols@ccrdc.org
  - 2) Dr. Danny Penny:      dannywpenny@gmail.com
  - 3) Garry Yeatts:         garryyeatts@yahoo.com