How to Report Enrollment in a Degree Program
on the Lifelong Learning Registry

NOTE: Degree program enrollment should be reported only by clergy who have completed the Course of Study.

1. Login to the Registry.

2. Select Add Record.

3. Enter the information as indicated in the example shown

4. Enter no more than 20.00 in the space provided for Learning Hours. This assures your record will show you have met the minimum hours of lifelong learning required annually. The title of the "Event" indicates to the board of ministry your unique circumstance and more hours of lifelong learning than you can even calculate!

As long as you are actively enrolled in a qualifying degree program, you should make this entry once annually during the time-frame of each of your district's administrative year. For example, if your district's administrative year begins April 1 and ends March 31, you would want to add this information to your lifelong learning record <u>each year sometime between those dates</u> for as long as you are enrolled and active in the degree program.

arning.nazarene.org/ceus/7296/edit

Event Title

NAME OF DEGREE PROGRAM

Event Start Date (yyyy-mm-dd)

2016-09-01

Event End Date (yyyy-mm-dd)

2016-12-15

Event Description

ENTER A SHORT DESCRIPTION OF THE DEGREE PROGRAM AND THE TYPE OF DEGREE BEING PURSUED

A qualifying degree program is one that reasonably can be understood to directly increase your understanding and execution of the ministry to which you are assigned. If you are uncertain as to whether your program passes this test, contact your district's Lifelong Learning Coordinator.

Event Provider

NAME OF INSTITUTION

Number of Learning Hours

20.00

Event Type

Other ▼

Select the description(s) that best match the learning value of the event:

☑ Content - to increase the biblical, theological, and historical knowledge needed for ministry – the biblical, theological, and historical knowledge necessary for ministry

☑ Context - to increase understanding of the ministry environment – the development of skills for ministry

☑ Competency - to gain skills for ministry – the strengthening and enriching of the

☐ Character - to strengthen and enrich the minister as a person

[Create]