

CHECKLIST FOR ATTENDING LOCAL PASTORS LICENSING SCHOOL (LPLS). Upper New York Annual Conference

Students in the LPLS should have completed the requirements for certified candidates (see checklist below). In order to register for the LPLS, there should be approval by your DCOM and/or District Superintendent to attend the program. Also, we recommend you complete a Safe Sanctuary Training prior to attending the LPLS. Please bring your certificate (or copies) of successful completion with you.

All steps for Certified Candidacy should be completed prior to attending Local Pastors Licensing School:

- GBHEM Form 102 (Biographical Information Form)
- GBHEM Form 103 (Medical Report Form)
- GBHEM Form 114 (Candidate's Disclosure Form)
- GBHEM Form 104 (Charge Conference Recommendation of Candidate)
- Background Check through Board of Ordained Ministry (Safe Sanctuaries background check is not an acceptable substitute)
- Psychological Assessment through Board of Ordained Ministry
- Written response to statements in *The Book of Discipline* ¶310.1.(d), 310.2.(a).
- Candidacy Mentor Report

Additional Requirements/Recommendations as noted:

- DCOM Approval and/or
- DS Approval
- Safe Sanctuary Training & Certificate (recommended)

DISCLAIMER: Completion of the LPLS meets a portion of the requirements for the licensing process, but **the school does not grant the Local Pastor's License**. District Superintendents have that privilege after a candidate's satisfactory completion of the LPLS, with approval by the District Committee on Ministry, and appointment to a church or extension ministry.

DCOM Approval: _____ **Date:** _____
DCOM Chair or Designee Signature

DS Approval: _____ **Date:** _____
DS Signature