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## Upper New York Annual Conference Board of Ordained Ministry



### Course of Study Local Pastor Responsibilities

- Send complete application package form to COS Registrar (Betsy O'Flynn) at 1050 East Avenue, Rochester NY 14607. Package should include completed application signed by their District Superintendent and a pre-addressed stamped envelope to forward to school.
- Fill out Part 1 of the COS Grade Report Request form (found on BOM website) and give to your professor OR you can fill out Part 1 of this form and send it along with the completed application and it will travel with your information to the school.
- Take the class, enjoy! Learn!
- Once you have received the completed COS Grade Request Form back, fill out the COS Reimbursement form (found on the BOM website) and send, along with completed COS Grade report Form, to the COS Registrar.
- Reimbursement will be sent to you, per the BOM reimbursement policy, from the conference office.