



PRESBYTERIAN CHURCH BUSINESS ADMINISTRATORS ASSOCIATION



Enrollment and Application for Certification

Date _____

Full Name _____ Nickname _____

Home Address _____
STREET/CITY/ZIP

Office Address _____
STREET/CITY/ZIP

Telephone: Home () _____ Office () _____

Church Membership _____
CHURCH/PRESBYTERY

Certification Information and Requirements

1. Current Position Title _____
(Note: Attach current job description.)

2. Years of experience as CBA or equivalent (list current position first):
(Note: Minimum requirement of three years continuous service.)

	<u>Title</u>	<u>Church/Agency/Governing Body</u>
From _____ to _____	_____	_____
From _____ to _____	_____	_____
From _____ to _____	_____	_____

3. The Certification Study Program is offered through NACBA. Indicate the academic institution(s) from which you plan to complete the requirements. Include any dates already attended. (Note: Additional studies in Polity and Reformed Theology is required by PCBAA.)
Place & Date: Seminar I _____ Seminar II _____

4. Membership in PCBAA: From _____ to _____ Current dues paid? _____

5. Annual PCBAA Conference Participation (minimum of one required).
Years attended _____

6. Are you currently certified by NACBA? _____ If so, please include a copy of NACBA certificate with this application.

Title and date of completed project _____

7. Have you enclosed the certification fee (\$30)? _____

8. Two (2) reference letters regarding your work and ability have been _____; will be sent _____.

9. If you have a resume and a picture of yourself, please include these with the application. This is helpful but not required for certification.

Education

High School Graduate? Yes _____ No _____ Equivalent _____

Years of college, graduate study or other (specify) and degree(s) earned (if any).

Important Information

A. This form must be on file with the Certification Committee by May 15 of the year you anticipate being certified.

B. Refer to the Certification Plan for details of requirements for certification.

C. Submit certification fee with this form. Make the check payable to PCBAA and mark it for "Certification."

D. This application is not the same as the NACBA application for certification. PCBAA and NACBA certifications are two different programs with many parallel requirements; thus two different applications are required.

Signature

Return to: Phillip Boggs
FPCBA
CHAIR, CERTIFICATION COMMITTEE PCBAA
Second Presbyterian Church
214 Mountain Avenue, SW
Roanoke, VA 24016

