



2559 E Euclid Ave, Des Moines, IA 50317

Phone: (515) 289-9200; Fax: (515) 289-9201

E-mail: inste@inste.org

Application Form
For Level One Distance Leader Training

It's easier than ever to get a group going in your church! You may train one person or several to lead groups. The first page of this form is to be filled out by the church. The rest of the pages are to be filled out by the candidate for distance leader training. See the back of this page for an explanation of the training process.

Summary Payment and Shipping Information

USPS Shipping Information

Name: _____

Address: _____

Number Street City State Zip

Registration and Shipping Fees

Initial Certification*

100% Online.....\$25.00

(Includes Distance Leader Training via Moodle, Certification)

Physical Materials.....\$30.00

(Includes Distance Leader Training Manual, Shipping, Certification)

* If you have never taken INSTE before or no longer have a copy of Discipleship 1, you will need to purchase either a physical copy or the PDF fillable book.

Recertification

100% Online.....\$0.00

(Includes Distance Leader Training via Moodle, Certification)

Physical Materials.....\$30.00

(Includes Distance Leader Training Manual, Shipping, Certification)

Physical Copy of Level 1 Books*

Discipleship 1.....\$30.00

Discipleship 2.....\$30.00

Old Testament.....\$30.00

New Testament.....\$30.00

*The Shipping/Handling Fee is already included in the price. There is a \$15 discount per book with Distance Leader Training.

PDF Fillable Books

Discipleship 1.....\$20.00

Discipleship 2.....\$20.00

Old Testament.....\$20.00

New Testament.....\$20.00

Total..... \$ _____

Enclosed is a Church Check for the amount of: \$ _____ Check # _____

Credit Card Payment (Please fill out below)

<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Exp. Date ___/___/___	CVS _____	Billing Address: _____
Number: _____ - _____ - _____ - _____			City, State, Zip: _____
Print Name: _____		Authorized Signature: _____	

For Office Use Only

Sent:	Invoice#	Dated:	AMT\$
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DISTANCE LEADER TRAINING

100% Online Training:

1. Your church has nominated you in accordance with the qualifications listed on the back of the application form.
2. After we process your application, we will send you an email with instructions on how to set up a Moodle account. Moodle is the platform we use for online training. Once you have your account set up, you will contact the INSTE office with your account information and we will give you access to the course.
3. You will study the portion of the online Group Leader Manual indicated each day. It is important that you study each day for five days so that you experience the INSTE model.
4. If more than one person is doing the training at your church—or has previously—meet as a group to talk about what you have studied during the week. If you are the first person to be trained to lead an INSTE group in your church, discuss what you've learned with 2 or 3 leaders in your church.
5. After you have studied the material and discussed it with a small group of other leaders in your church, you can take the online exam.
6. Please notify the INSTE office once you have completed the exam and we will retrieve your scores from Moodle. Upon passing the exam we will email you your certificate.
7. Please feel free to contact the INSTE office if you have any questions on how to get started.

Leader Training with Physical Materials:

1. Your church has nominated you in accordance with the qualifications listed on the back of the application form.
2. After we process your application, we will send you a Training Kit consisting of the Group Leader Manual, an INSTE Textbook if you have selected one, and a sealed examination which will be administered to you by a church leader—for example, the INSTE Coordinator in your church—after you have completed the study of the manual.
3. You will study the portion indicated each day in the Group Leader Manual. It is important that you study each day for five days so that you experience the INSTE model.
4. If more than one person is doing the training at your church—or has previously—meet as a group to talk about what you have studied during the week. If you are the first person to be trained to lead an INSTE group in your church, discuss what you've learned with 2 or 3 leaders in your church.
5. After you have studied the material and discussed it with a small group of other leaders in your church, the person who has been named as proctor will administer the exam.
6. Your proctor will return the exam to the INSTE office in the enclosed envelope.
7. Your exam will be graded. If you pass the exam, your certificate will be emailed to you.
8. Please feel free to contact the INSTE office if you have any questions on how to get started.

That's it! You'll get started on a great adventure of helping a small group of disciples grow in faith and knowledge of the Word of God.

Please send this form and the accompanying application forms of the person to be trained to:

INSTE Bible College
Mail: 2559 E Euclid Ave, Des Moines, Iowa, 50317
Fax: (515) 289-9201
E-mail: inste@inste.org



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Dear Candidate: Fill out the following pages and sign both the **Commitment to Disciple** and the **Code of Ethics**. Make sure the Pastor also gives approval to your application by signing on the last page.

STUDENT ID#	APPROV.
INV#	SHIPPED
DUE	REC'D
GDR	SCORE
CERT.	DLT LOG

PERSONAL DATA

Full Name: _____

Last

First

Middle

Current Address: _____

Number

Street

City

State

Zip

Phone Number: *Primary:* _____ *Secondary:* _____

Email Address: _____ Gender: Male Female

Date of Birth: _____ City of Birth: _____ ST: _____ Country: _____

Marital Status: Single Married (Spouse's Name: _____) Widowed Divorced

INSTE EXPERIENCE

- I'm new to INSTE.
- I have taken at least one course of Level 1 INSTE.
- I have successfully completed the Certificate in Christian Ministry.
- I have taken at least one course of Level 2 INSTE.
- I have a Diploma, or Advanced Certificate in Bible and Theology through INSTE.

EDUCATION

List schools attended beyond high school	Major	Years	Year graduated	Degree
Name of school City, State				
Name of school City, State				
Name of school City, State				

Certificates, licenses, credentials, if any: _____

Hobbies and special interests: _____



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MINISTRY EXPERIENCE

Describe your gifts: _____

How are your gifts being manifested in service to the Body of Christ? _____

What leadership position do you presently hold in your local church? _____

What other leadership positions have you held or do you hold? _____

COMMITMENT TO DISCIPLE

As a potential Level One Group Leader, please prayerfully read the following list of requirements. If this describes you, and you desire to serve the Lord as part of the INSTE team, sign this commitment to disciple others.

Requirements for Level One Group Leaders:

1. Demonstrate spiritual maturity as described in Galatians 5:22-23.
The primary goal of Level One is to help the students grow toward spiritual maturity. The group leader models what it means to be a disciple of Jesus Christ.
2. Actively involved in service in the local church according to his/her gifts.
Gift discovery and the development of a service ministry based on that gift is also a goal of Level One. The group leader demonstrates in his/her ministry the connection between gifts and service to the Lord.
3. Appointed by the church leadership/pastor as a candidate for leading a Level One group.
4. Has a discipling gift-mix that includes one or more of the following: mercy, giving, exhortation, teaching, faith, word of wisdom.
5. Willing to commit the time and energy needed to disciple others. This includes studying the INSTE courses along with the students (for credit and not for credit), guiding the INSTE group meetings, modeling spiritual disciplines such as prayer, witnessing, giving, etc.; coaching maturing disciples, stimulating their spiritual and personal development, etc.

“With the help of the Lord, I commit myself to the task of discipling others.”

Applicant's Signature

Date

Applicant's Printed Name



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CODE OF ETHICS FOR STUDENT RECRUITMENT

Part of your task as a group leader will be to recruit students for your group. You will be trained to do this in this course. It is required that each candidate who has to lead a group sign the following Code of Ethics:

If I am certified to lead an INSTE group, I recognize that I have certain responsibilities toward students, the public, and INSTE. To fulfill these responsibilities, I pledge adherence to this Code of Ethics. I will observe fully the standards, rules, policies, and guidelines established by INSTE and all other legally authorized agencies.

If I am certified to lead a group, I will adhere to high ethical standards in the conduct of my duties, and to the best of the ability, will:

1. Observe fully the right of all applicants and commit no action that would be detrimental to any applicant's opportunity to enroll because of race, sex, color, or national or ethnic origin.
2. Never knowingly make any false or misleading representation to any applicant or use any coercive practices in presenting information.
3. Enroll applicants only in the course or courses in which they have expressed their interest, provided they meet the qualifications and standards established by INSTE for enrollment.
4. Provide applicants only with information authorized by INSTE regarding occupational opportunities for graduates and never make claims guaranteeing employment, job promotion prospects, or income increase to an applicant.
5. State accurately and clearly to prospective students the approvals, church recognition, and course acceptance accorded to INSTE.
6. Provide only full and accurate information on the transferability of academic credits and acceptance of diplomas or credentials by other educational institutions and disclose affirmatively the fact that the acceptance of credits and diplomas is entirely the prerogative of the receiving institution and acceptance cannot be guaranteed.
7. Provide prospective applicants only complete and accurate information on the total financial obligation they will be incurring prior to accepting their enrollment application.
8. Provide students prior to enrolling complete and accurate information about financing options for students and answer any questions.
9. Never use tuition assistance from any source as the primary inducement for enrollment.
10. Refrain at all times from making any statement or inference that might falsely impugn the integrity or value of any other institution or method of training.
11. Discharge faithfully and to the best of my ability, all the duties and obligations and procedures established by INSTE for group leaders and know my obligations and rights as a representative of INSTE.
12. Reflect at all times the highest credit upon myself, upon INSTE, and the field of distance education and always strive to enhance the reputation of my ministry through my conduct as an INSTE group leader.

Applicant's Signature

Date

(If you are certified as an INSTE group leader, this document will be filed with your application in the INSTE office.)

