Certificate in Theological Education for Leadership (CTEL) Program
Frequently Asked Questions

How much does it cost to complete the CTEL program?

$2400. This includes the application, all courses, seminars, and an administrative fee for resources and support.

- Some groups—denominational Conferences, congregations, and faith-based organizations—have *arranged to enroll multiple members and receive special pricing*. If you are a member of one of these groups, please contact **tel@psr.edu** for information about your special pricing.

- If you wish *to explore enrolling multiple members from your group*, please contact **Rev. Tana Roseboro, TEL Program Coordinator, troseboro@psr.edu**.

- If you are a *returning CTEL student wishing to complete your certificate*, please contact **tel@psr.edu** to (a) confirm your eligibility to enroll as a continuing student, (b) identify the courses needed to complete your certificate, and (c) receive registration information for these courses at special pricing.

How long will it take me to complete the CTEL program.

The program is designed to be completed in **13 months**.

What should I expect over these 13 months?

Completion of the CTEL program requires participation in:
One Orientation session, **two Seminar** sessions, and **eleven (11) Courses**.
All sessions start at **12:00pm** Pacific Daylight | **11:00am** Pacific Standard

- Each **Monthly Course** meets for **2 sessions, 3 hours each**, with some readings, videos, and online posting assignments between sessions. Some courses overlap 2 months.

- **Seminars** meet for only **1 session for 3 hours**. The seminars are scheduled to occur in the same month.

- The **Orientation** session launches the certificate program and meets for **1.5-2 hours**, as a way of meeting the TEL staff, answering your questions, and becoming familiar with technologies used and support resources available to you. The Orientation occurs in the same month as the first course offering.

How much class time and course work should I expect?

Each **Course** is scheduled for **4 Saturdays**, usually consecutive.

Some courses may require **assignments to be completed before the 1st Saturday**. These assignments could be: reading(s), watching short videos, a short written reflection to "prompt" your current thoughts about and experience with the upcoming topics. The intent is always to prepare you for informed and enriching discussions with your instructor and your classmates.

- The **1st Saturday** is a 3-hour Zoom session to outline the course, answer questions, and start presentations by the instructor and discussions about the topics presented.

  o The **next two weeks** involve the bulk of course work for the student. Depending on the course topic, assignments may be: reading(s), short videos, short written reflections, online posts, responses to your classmates' posts, and possibly some research into a topic. **Most assignments can be completed in 30-45 minutes**.

- The **2nd Saturday** date is highlighted to encourage students to meet in small study-groups to support one another in completing the assignments through questions and discussions.

- The **3rd Saturday** is another 3-hour Zoom session, continuing with topic presentations, reflections on assignments, and discussions. This is the closing session of the course.

- The **4th Saturday** is set as the due date for any final assignment.

Each Seminar may include pre-assignments, but there is no final assignment.

Will I be expected to write long papers?

No. The CTEL program emphasizes **learning in community**. Any written work will be short reflections: in response to reflection questions, as part of a discussion forum, as a conversation between student & instructor, or to capture thoughts that arise from readings or practices. To accommodate students for whom writing is difficult (for whatever reason,) some assignments will be set up to allow a voice recording.

Will I know what to expect before the course begins?

Yes. Each **course syllabus** will be available to students at least a week before the course begins. The syllabus will include all topics to be covered and details about assignments.

Will I need to purchase any books or other materials?

No. Any reading assignment will either be accessible online or available as a downloadable pdf document. All videos used will be available online; some may require a password, but no video will require payment.

What technology will I need to participate in class sessions and course work?

Reliable internet access. Equipment with a web-camera and microphone (phone, tablet, laptop, desktop computer). Access to device with internet access that allows ease of use for typing input longer than a text and interacting with multiple screens (Moodle is difficult to use from a phone.)

What if I have difficulty using the technology?

The Orientation will introduce you to the technology used in the CTEL program: **Zoom** for class sessions and **Moodle** for course information and assignments. A **TEL Support member** will join each class session, to assist students and the instructor. TEL Support will be available throughout the program via email for assistance, suggestions, troubleshooting, and instruction on how to use the technology.