APPENDIX B

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION RETENTION AS A CCA

For Office Use Only
Candidate File #

Date Received

RETENTION APPLICATION

Date _____

NAME _____ _____ _____
Last First Middle

CHURCH _____

ADDRESS _____
Street

_____ _____ _____
City State Zip

Date Certification Awarded _____ Date of Last Retention _____

List years you have been a national member of NACBA _____

List Annual Conferences attended in the last three (3) years. Give date & location

(1) _____ (2) _____ (3) _____

☐ I have earned at least 4.0 CEU's as documented at the national office of NACBA

Evaluation by Senior Minister/Supervisor has been sent ☐ will be sent ☐ .

Evaluation by Lay Officer/Co-Worker has been sent ☐ will be sent ☐ .

Self-evaluation enclosed ☐ will be sent ☐ .

IMPORTANT

A. Keep the national NACBA office advised of your current address, phone number, fax, and e-mail.

B. Application must be received by the national office by June 1 of your retention year.

C. All required documentation must be received by the national office by June 1 of your retention year.

D. Retain copies of all documentation sent , i.e. applications, evaluations, letters, etc.

A nonrefundable fee of $75.00 for national NACBA member and $200.00 non-member payable to NACBA is required with this application for retention. CHECK ENCLOSED: ☐

CREDIT CARD INFORMATION: ☐ VISA ☐ MasterCard ☐ Discover Card ☐ American Express

Expiration Date _____ CVC Code _____

Credit Card Number _____

Exact Name on Credit Card _____

Billing address (if different from above _____

Signature _____

NACBA
100 N. Central Expy. Suite 914
Richardson, Texas 75080-5326
800-898-8085 • 972-699-7555 • Fax: 972-699-7617

Print Form

APPENDIX C

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION RETENTION AS A CCA

For Office Use Only
Candidate File #

Date Received

DOCUMENT OF RE-ENTRY TO PROFESSION

Date _____

NAME _____ _____ _____
Last First Middle

CHURCH _____ Title _____

ADDRESS _____
Street

_____ _____ _____
City State Zip

Date left profession _____

Church served when left profession: _____

- List your continuing education since your last retention date and prior to leaving the profession:

_____

_____

_____

- List all national conferences attended during your last retention period _____ , _____ , _____
- List CEUs earned related to the field, obtained while away from the profession:

_____

_____

_____

Upon approval for re-entry, the designee will be notified of his or her position in retention and future requirements.

A nonrefundable fee of $75.00 national NACBA and $200.00 for non-members payable to NACBA is required with this application for re-entry. ☐ CHECK ENCLOSED

CREDIT CARD INFORMATION: ☐ VISA ☐ MasterCard ☐ Discover Card ☐ American Express

Expiration Date _____ CVC Code _____

Credit Card Number _____

Exact Name on Card (Please Print) _____

Billing address (if different from above _____

Signature _____

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APPENDIX D

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION RETENTION AS A CCA

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Candidate File #

Date Received

NON-REGISTERED SPONSOR OF CEUs

Name _____ _____ _____

LAST FIRST MIDDLE

_____

Name of Non-Registered Sponsor

_____

Address of Sponsor

_____

Date(s) Attended

_____

Subject and Title of Material for Which Credit is Requested

How does this information increase your professional competency as a CCA?

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Hours Spent in Participation

Hours Claimed
(50 minutes contact time equals one hour of credit as a participant.)

If you are claiming credit from a non-registered sponsor, a completed copy of this form MUST be attached to your submission of proof of attendance and a copy of the agenda with times for credit. (These documents may be faxed.)

Signed _____

Date _____

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Print Form

APPENDIX E

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

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Candidate File #

Date Received

CEU READING PROGRAM

Up to 1.0 CEU's may be earned through the CEU reading program. NACBA maintains an approved reading list on the certification national website www.nacba.net/certify . Books are submitted by Training Center Faculty for inclusion on the list. Each book read and reported will earn a 0.1 CEU. Designees must submit this CEU Reading Report Form. If additional space is needed, attach pages to this document.

Book Title _____ Date Read _____

Author _____ Name _____

Give a brief overview of the book:

What practical application does this book have on your ministry

How will you implement what you have learned from this reading:

Print Form

APPENDIX F

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION RETENTION AS A CCA

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Date Received

CONTRIBUTION TO PROFESSION CEUs

Name _____ _____ _____

LAST FIRST MIDDLE

_____

Title of Class or Article

_____

Location of Class or Article

_____

Date(s)

_____

Subject of Material for Which Credit is Requested

How is this information relevant to the professional competency of a CCA?

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____

Hours Spent in Instruction

Hours Claimed
(50 minutes contact time equals one hour of credit or 0.1 credit for published article.)

If you are claiming credit as a contributor, a completed copy of this form MUST be attached to your submission of written document or outline of classroom instruction and a copy of the agenda with times for credit. (These documents may be faxed.)

Signed _____

Date _____

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Print Form

APPENDIX G

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION RETENTION AS A CCA

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Candidate File #

_____

Date Received

_____

PERSONAL EVALUATION BY THE SENIOR MINISTER/SUPERVISOR

_____ , CCA, has made application to the Professional Training And Standards Committee of the NATIONAL ASSOCIATION OF CHURCH BUSINESS ADMINISTRATION for retention as a Certified Church Administrator. A recommendation and evaluation from the applicant's Senior Minister/Supervisor is required. Your cooperation in assisting the candidate to complete the application will be greatly appreciated. All matters pertaining to this applicant will be held confidential, but all forms must be on hand before the committee will act.

(Please include in your evaluation the following four areas.)

Ethical Conduct

Personal Relationship with Congregation / Organization

Understanding of the Nature of the Church

Personal Relationship with Staff

COMMENTS _____

Signed _____

Title _____

Date _____

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APPENDIX H

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

CERTIFICATION RETENTION AS A CCA

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PERSONAL EVALUATION BY THE LAY OFFICER/CO-WORKER

_____ , CCA, has made application to the Professional Training And Standards Committee of the NATIONAL ASSOCIATION OF CHURCH BUSINESS ADMINISTRATION for retention as a Certified Church Administrator. A recommendation and evaluation from the lay officer of the church board to which the candidate is most closely related or co-worker in current position is required. Your cooperation in assisting the candidate to complete the application will be greatly appreciated. All matters pertaining to this applicant will be held confidential, but all forms must be on hand before the committee will act.

(Please check the appropriate box)

	Excellent	Adequate	Poor
Theory and Practice of Church Finance and Business Law	☐	☐	☐
Theory and Practice of Property Management	☐	☐	☐
Theory and Practice of Office Management and Personnel Administration	☐	☐	☐
Theory and Practice of Communications and Public Relations	☐	☐	☐
General Proficiency on the Job	☐	☐	☐
Dependability	☐	☐	☐

COMMENTS _____

Signed _____

Title _____

Date _____

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APPENDIX I

National Association of Church Business Administration

NACBA

PROFESSIONAL TRAINING AND STANDARDS

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SELF EVALUATION BY THE CCA

I, _____ , CCA, am applying for retention as a Certified Church Administrator and am required to reflect on the past four years as CCA using the following areas as a guide: growth in skill of the work of a church administrator; experiences at work; knowledge gained from seminars; staff and congregational relationship; and/or my personal spiritual journey.

COMMENTS _____

Signed _____

Date _____

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