

INSTRUCTIONS FOR COMPLETING
THE PHASE I PAPERWORK

Applying for licensure within the ECC is a detailed process and usually takes three months from beginning to end to complete. This 3-month period is divided into three phases, each phase building on top of the previous one. The final phase culminating in an interview with our Committee on Ministerial Standing Team (COMS for short).

Disclosure Form

Please provide a yes or no answer for each question. If you list an education debt over \$50,000 or a consumer debt over \$10,000, please complete the Finance Worksheet included. Any question answered "yes" requires an explanation on a separate sheet of paper. ***Please note: Providing a "yes" answer does not automatically disqualify you from the licensing process.***

CRS (Criminal Records Screening) Invoice

All applicants pursuing licensing with the ECC are required to submit to a background check. This invoice accompanies the payment for the background check fee (see notes below on the payment).

Permission to Obtain Background Check Form

This form accompanies your CRS Invoice and payment. By signing this form you give us permission to run the background check. ***Please note: The \$75 fee only covers a domestic background check. If after the initial background is done it is determined that the applicant has served a significant amount of time outside the United States, Ordered Ministry will notify the applicant that an international background check is required. Individuals requiring an international background check will be sent notice that includes permission slip and invoice for the cost difference to perform the international check.***

Covenant Orientation Application

This is the first of two applications you will fill out. This application is specifically to enroll you in the Covenant Orientation program. Depending on the type of license you are applying for, the application processing fee varies. Please see the notes below to determine the fee applicable to you. Please let me know if you have any questions about Life Experiences and/or Covenant Orientation Advisors.

❑ **Payment**

Payments are listed below according to the license to which you are applying. All checks should be made payable to the Evangelical Covenant Church.

1. Ministry License Application:

\$100.00 Application Processing Fee
\$75.00 Domestic Background Check Fee
\$175.00 Total payment for Ministry License Application

2. Bi-Vocational License Application:

\$350.00 Application Processing Fee / Half tuition for Vocational Excellence
\$75.00 Domestic Background Check Fee
\$425.00 Total payment for the Bi-Vocational License Application

3. Licensed Theological Student:

\$75.00 Domestic Background Check Fee
\$75.00 Total payment for the Licensed Theological Student Application

Please send completed forms with payment to the following address:

Pacific Southwest Conference
Attn: Kristine Gilmore
1333 Willow Pass Road, Suite 212
Concord, CA 94520