

## ELCA Candidacy: Senior Approval Process Deadline Checklist October 2009 Assignment

### 1. Write Approval Essay

#### 2. Due by April 1, 2009

- Send essay to
  - Synod Office
  - Advisor
  - Faculty team member

- Confirm that your synod has an updated official transcript.

#### 3. By May 1, 2009

Contact faculty advisor and meet with faculty team for interview. Faculty makes approval recommendation on 5/20.

### 4. Contextual Learning

- Send **internship reports** to Contextual Learning office and synod office by May 1. Faculty approval cannot be completed without proper internship documentation.

- Send **CPE Reports** to Contextual Learning office and Synod office upon completion.

- Meet for **Senior Reflection** as arranged with Contextual Learning Office.

**5.** Candidacy coordinator forwards faculty recommendation (Form D) to Synod office and ELCA by June 1.

**6.** Meet with **Synod Candidacy Committee** for approval interview between **June 1 and August 24, 2009.**

**7.** Forms A,B, RLP and R submitted to [assignment@elca.org](mailto:assignment@elca.org) by **July 15, 2009.**

**8.** ELCA Churchwide Assignment Consultation is held Sept 29-30, 2009.