

APA CERTIFICATION PROGRAM

as of 06/2020

Please note:

- A member within ten (10) hours of completion of a level may begin study of any class in the next level.
- In addition, a member may receive core credit for a core class (non-elective) for any level provided the member advises his or her regional certification chair of intent and has paid the appropriate certification fee.
- Each member must take a Polity class at least once every three years to maintain his or her current certification level. A member who has not met this requirement will not receive credit for any classes taken until the requirement is met.

LEVEL I

Core Courses

Church History (Before the Reunion)—Part A 2.5 hours

Church History (Before the Reunion)—Part B 2.5 hours

Polity I—Part A 2.5 hours

Polity I—Part B 2.5 hours

**Office Administration 2.5 hours

*Spiritual Growth and Discipline 2.5 hours

Theology—Part A 2.5 hours

Theology—Part B 2.5 hours

Total Core Hours: 20 hours + Total Elective Hours: 20 hours

Total Hours Required 40 hours

LEVEL II

Core Courses

Directory for Worship 2.5 hours

Legal Matters 2.5 hours

PC(USA) History Since Reunion—Part A 2.5 hours

PC(USA) History Since Reunion—Part B 2.5 hours

Polity II 2.5 hours

**Office Administration 2.5 hours

*Spiritual Growth and Discipline 2.5 hours

Total Core Hours: 17.5 hours + Total Elective Hours: 27.5 hours

Total Hours Required 45 hours

LEVEL III

Core Courses

Book of Confessions 2.5 hours

GA Entities 2.5 hours

Polity III 2.5 hours

**Office Administration 2.5 hours

*Spiritual Growth and Discipline 2.5 hours

Total Core Hours: 12.5 hours + Total Elective Hours: 37.5 hours

Total Hours Required: 50 hours

* The elective courses of Angelology, Biblical Interpretation I and II, Christology I and II, Pneumatology, and The Books called The Apocrypha (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Spiritual Growth and Discipline for each level.

** The elective courses of Supporting the Executive Staff, Personal Safety, Sexual Harassment, Time Management, Basics of Project Management, Risk Management, Core Principles of an Effective Meeting (each 2.5 hours) may be used to fulfill the 2.5 hour requirement of Office Administration for each level.