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LEVEL 1 GUIDELINES FOR AFFILIATE SCHOOLS

Statement of Purpose

In accordance with the vision to take the Gospel of Jesus Christ to the world, AFCM International Training Center (AFCMITC) is making Bible teaching available for use in any pre-approved AFCM church or AFCM ministry Bible school. Directors must be willing to abide by the established guidelines and meet the qualifications set by AFCM International for the purpose of conducting an AFCM Affiliate Bible School, thereby helping to fulfill the vision.

AFCMITC's responsibility will be to provide each AFCM Affiliated Bible School with a full curriculum, as well as course materials for use in the school. Ownership of recorded teaching (both audio and video) and printed materials shall be retained by AFCMITC. Each approved school shall be responsible for its own administration and financial aspects. **In the event of an AFCM Affiliate School closure, all recordings and course materials are to be returned to the AFCMITC Headquarters within 30 days of written notice of school closure at the expense of the affiliate school.**

Application Process

1. Complete AFCMITC Affiliate Bible School application.
2. Submit application to AFCMITC, including these signed guidelines and completed "Purchase for Use" contract, along with a non-refundable application fee of \$25 for approval. If you are paying by check, please make the check out to AFCM and in the memo please put AFCMITC as well as what the check is for ie. Application, Module 1, etc. Please send to:
AFCMITC
PO Box 471407
Tulsa, OK 74147

If AFCMITC Bible school directors are not pastors, they must be submitted to the pastor of the church applying to host a Bible Training Center.
3. Upon approval notification, submit the required fee in US currency for Module 1. **Please allow 4 to 6 weeks for shipping.**
4. After completion of Module 1, schools may choose to continue with Modules 2 and 3. Although a separate application is not required, schools **must complete the next module request form and send full payment with the request.**
5. After Level One has been completed, schools may request a renewal application and pay a renewal fee of \$220 per module in US currency. **If a school does not wish to continue, all recorded materials must be returned to AFCMITC within 30 days of school closure at the expense of the affiliate school. You may contact AFCM for an extension if needed.**

6. For those schools who have completed Level One (Modules 1-3) and wish to go on to Level Two (Modules 4-6), a second application is required.
7. Applications will be kept on file for six (6) months. After this time, a potential school must reapply.

Policies and Procedures

1. AFCM's Biblical conviction and conscience mandates that no instructor, or director, be involved in sexual immorality of any kind. This would include homosexuality or any form of marital perversion. Our unalterable belief is that marriage is God designed and defined as a covenant relationship between one man and one woman; and it is only in that legal, covenant relationship that a sexual relationship is ordained by God.
2. AFCMITC applications not received by a local church/pastor must include a pastor's recommendation form.
3. Please check all flash drives and/or DVDs upon arrival – broken or defective flash drives/DVDs will only be replaced free of charge within 30 days after you receive them. After 30 days, schools will be responsible for replacement costs. (\$5/DVD or \$120/module (DVD); \$50/flash drive).
4. From time to time students may request transcripts be sent to them from our office. It is of utmost importance that you keep records of grades on file. Please also send a copy of all transcripts to our office upon completion of each module.
5. All Bible school materials (including video/audio recordings, examinations, outlines, review sheets) are for the sole use of your AFCM Affiliate Bible School(s) and may not be reproduced or used for any other public or private services, seminars, or home Bible studies.
6. All classes are supplied on DVD OR flash drive. Each school will be responsible for providing the proper equipment for projection.
7. Books for required reading are at the students' expense and schools may order them from a supplier of their choice.
8. Each school is responsible for all fees incurred in shipping and handling of administration files, required reading books, DVD's and/or flash drives. This includes, but is not limited to, any fees charged by customs authorities.
9. From time to time, it is necessary to update or delete/add courses to the ITC curriculum. If you have already leased or renewed your school module or level before one of these changes take place, we expect you to continue with the curriculum you have. The changes do not affect the module or level you have leased or renewed.

Once your school has completed that module or level and you are ready to renew again, you will receive the new courses at no additional cost to you. You may also be asked to mail discontinued courses back to the AFCMITC office.

If changes have occurred after you have leased or renewed your school and you wish to receive the most updated curriculum for your current school year, you may purchase course curriculum for an additional \$25.00 per course (shipping cost included).

10. Schools interested in translation projects are responsible for the cost involved in the translation of videos and materials into applicable languages. Translations and voiceovers must be done by born-again, Christian translators and proof read by another translator, to help insure accuracy. Please contact AFCMITC for more information.
11. Student applications are received and approved by the local director and/or pastor of the school to which they are applying. Each school may set tuition fees to defray the cost of running the school.
12. A list of enrolled students must be submitted to AFCMITC no later than thirty days after classes begin.
13. A schedule of classes as well as a start and end date for each module must be submitted within thirty days after classes begin. Affiliate schools must begin in September or in January.
14. Affiliate School must provide AFCMITC with a list of graduating students and the graduation date upon completion of Level One and Level Two courses.
15. Students of AFCM Affiliate Bible Schools must complete all courses, including reading requirements, and must pass all examinations before graduation.

Whenever possible, it is best to present the students with the outlines or review sheets and examinations prepared by the instructors. However, if language translation is a concern, the school director may submit a request to the AFCMITC Director and permission may be granted for the Director to devise an examination that would be language appropriate.

If the required reading is not available in the indigenous language, the AFCMITC Director may provide a list of acceptable alternatives if available.
16. Any deviation from course material or instructor substitution must be approved in writing by AFCMITC in advance.
17. If the above guidelines are not adhered to, or if the materials are not being used in accordance with the vision for AFCM Affiliate Bible Schools, AFCMITC reserves the right to withdraw affiliation and ask that all materials be returned at the expense of the affiliate school.

Your signature below signifies that you will adhere to the guidelines and policies. We ask that you please return signed form to AFCMITC and keep a copy for your files.

Signature_____ Date_____