Becoming A Certified Candidate Checklist

The journey to ministry in the United Methodist Church has many twists and turns. Luckily, there are people and all kinds of helps along the way!

This checklist is provided to give candidates a way to track the requirements toward Becoming A Certified Candidate, including expectations for interviews and their final Jotform Application.

There is a companion summary document for this checklist which can be found at www.vaumc.org/clergyexcellence-candidacyforms .

Step #	Action	Link	Date Completed	Notes for Final Application: Notation/Upload/ Etc.
1.	**Confirm Receipt of Mentor**	Once you have become an Admitted Candidate, your dCOM will assign you a mentor.		Record the name of your mentor in the final Jotform application
2.	**Register with GBHEM ($$)**	https://na.eventscloud.com/gbhemregistrationvaumc		Record the date of registration in final Jotform application
3.	**P/SPRC written materials (¶310.1d)**	You will prepare these questions twice; 1. Once to meet with your S/PRC 2. Once to meet with your dCOM Using Word Doc found at: www.vaumc.org/clergyexcellence-candidacyforms		Upload answers to final Jotform application
3.	**P/SPRC Recommendation**	Your P/SPRC will provide you with this letter		Upload letter of Recommendation into final Jotform application
4.	**Candidate's Declaration and Charge Conference Recommendation Form**	https://www.bomlibrary.org/wp-content/uploads/2016/12/Updated-Form-AA-104-Candidacy-Charge-Conf-Rec.pdf		Form requires the **SIGNATURE** of your **DISTRICT SUPERINTENDENT**. Upload signed and completed form into your final Jotform application
5.	**Candidate's Disclosure Form**	https://doc.vaumc.org/minservices/Form114CandidatesDisclosureForm.pdf		Upload **NOTARIZED** form in final Jotform application
6.	**Plan to Attend Candidacy Summit**	https://vaumc.org/candidacysummit/		Record date of attendance or plans for future attendance in final Jotform application

			Option to upload Certificate of Completion
7.	**Complete EM360 Assessment**	Request assessment from: CrystalSygeel@vaumc.org with Request for EM360 in subject line	Upload final report from Assessment in jotform application
8.	**Psychological Assessment ($$$)**	https://vaumc.org/clergyexcellence-candidacyforms/ scroll halfway down the page	Note if you have requested your psych evaluation in the jotform application. Clergy Excellence will put a copy of your final assessment in your basecamp folder for your dCOM to review.
9.	**Expanded Background Check Authorization ($)**	www.vaumc.org/clergyexcellence-candidacyforms	Note if you have submitted the form for the background check in the final jotform application
10.	**Medical Report Form**	https://doc.vaumc.org/minservices/ClergyMedicalReportForm.pdf	Note if you have met with your doctor in the jotform application. Your doctor will submit the form to clergy excellence.
11.	**Written response to ministry questions (¶310.2a)**	https://vaumc.org/clergyexcellence-candidacyforms/	Upload answers to final jotform application
12.	**Candidacy Mentor Report**	Your mentor will fill out a final report on your process together.The link to that form is below. When they receive a copy of the report, they will share with you to upload. https://form.jotform.com/221955494741060	Upload this report from your mentor
13.	**Fill Out Jotform Application and Submit to Request your Interview with the dCOM**		When you complete the application it will automatically be sent to your dCOM Co/Chair