

## Annual Renewal of Certified Candidacy Checklist

The following are required for candidacy renewal:

1. Annual recommendation of the candidate's home church charge conference.
2. A written report from the candidacy mentor.
3. An official transcript from the school, college, or seminary.
4. A written report from the candidate on the service setting and/or progress in ministry with reference to ¶311.3b (i.e. growth in these areas since certification).
5. If the candidate is in the process of meeting the requirements for two years in a service setting (¶324.2), a written report from the supervisor in that setting.
6. A copy of the field education report from the seminary, if applicable.
7. If the candidate is not in college, seminary, or a ministry setting, a letter from the local church pastor as to the candidate's involvement in the local church.
8. Annual interview with and approval by the district committee on ordained ministry. Such action shall be reported to the conference registrar on the appropriate form.

**Note: The district committee must let the candidate know what is required. The candidate has the responsibility for requesting these reports be sent to the district committee.**