



# Skills Demonstration Seminar Application

Date: \_\_\_\_\_ Focus Area: \_\_\_\_\_

Candidate's Name: \_\_\_\_\_  
Last First MI

Please give us your name EXACTLY as you would like to have it on your Certificate.

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City/State ZIP  
\_\_\_\_\_  
Daytime Phone (Please include area code)  
\_\_\_\_\_  
E-mail address

Recommending Minister: \_\_\_\_\_

Name of Ministry: \_\_\_\_\_

Ministry Mailing Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City/State

Ministry Phone: \_\_\_\_\_ (please include area code)

This is the mailing information that will be used to mail your Certificate. Please give accurate information. Street address is preferred over PO Box as envelope is quite large.

I am applying to attend the following Skills Demonstration Seminar:

Spring \_\_\_\_\_ Summer \_\_\_\_\_ Fall \_\_\_\_\_ Year \_\_\_\_\_

**SEE ATTACHED PROCEDURE REGARDING CLASS AND PRACTICUM REQUIREMENTS**

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recommending Minister's Signature

\_\_\_\_\_  
Date

Return this form to:

Licensed Teacher Coordinator  
Unity Worldwide Ministries  
P.O. Box 610, Lee's Summit, MO 64063  
[lrc@unity.org](mailto:lrc@unity.org)

OR:

## **PROCEDURE FOR ASSURING ALL CLASS WORK IS COMPLETED PRIOR TO INVITATION TO SKILLS DEMONSTRATION SEMINAR (SDS)**

All course work and practicum work must be completed and required documentation submitted to the Licensed Teacher Coordinator by the posted documentation due date of a specific SDS. The Licensed Teacher Coordinator must also receive the Minister Evaluation Forms from the candidate's sponsoring minister before or shortly after this due date.

The student is responsible for assuring that their transcript reflects that all class work has been completed and a satisfactory grade has been recorded. The student is then responsible for submitting a copy of this final transcript to the Licensed Teacher Coordinator along with the SDS Application for a specific SDS week.

If there are any missing classes or incomplete classes showing on the transcript, the student is responsible for getting this cleared up with the instructor and/or the SEE department at Unity School by contacting [see@unityonline.org](mailto:see@unityonline.org) and/or the instructor.

In some cases a student may be planning to attend their last set of Leadership classes just before attending an SDS week. When this occurs, the student is responsible for assuring that all classes are shown as satisfactory (S) on the transcript except for these last Leadership classes which are planned for the week just before SDS week.

After completion of SDS, licensing will be suspended for this student until all class assignments have been completed and the transcript updated and forwarded to the Licensed Teacher Coordinator.