Candidacy Data and Process Checklist
SD Synod Candidacy Committee

Name: _____ **Relator:** _____ **Advisor:** _____

Roster Track: _____ **Affiliated @ / Studies Thru:** _____

●entrance	Sent/E-mailed	Rec'/Compl	Comments
Application & Essay for Candidacy			
Candidacy Fee - **$1200 Total** 1. First **$300** Due w/ Appl.			
Congregational Registration Form			
Congregational Support Form			
SD Synod Reference Request Form			
References 1. 2. 3.			
Entrance Information Form			
Initial Interview Report/Interviewer			
Background Authorization Release			
Background Cleared			
Psychological/Career Assessment Congregation (**$600**)			
Entrance Interview/Decision			
Competencies Assessment Panel (TEEM)			
Copy of Seminary Admission			
●endorsement			
Endorsement Essay			
Candidacy Fee – Second **$300** Due			
Endorsement Interview/Decision			
Transcripts 1. First Year 2. Second Year			
Financial Aid/Scholarships Rec'd 1. Year One 2. Year Two 3. Year Four	<u>Fund Name</u>	<u>$ Amt Rec'd</u>	
CPE Report			
Competencies Assessment Panel (TEEM)			
Internship Evaluations / *Field Experience (mid and final)* 1. Intern Evaluations • Three Month • Mid-year • Final 2. Supervisor Evaluations • Three Month • Mid-year • Final 3. Internship Committee Eval • Mid-year • Final			
●approval			
Approval Essay & Information Form			
Faculty Recommendation			
Approval Interview/Decision			
Assignment Forms – A, B, & RLP			
Master of Divinity / Other Degree			
First Call, Ordination & Install			