



## TECU's CLEPP Degree Procedure and Protocol for Enrolled and Accepted Students

If you meet the minimum requirements for this Degree Program, it will be our honor and privilege to accept you into the Clergy Life Experience Portfolio Program (CLEPP®).

### Upon successful enrollment:

- Tuition Payment made
- Your Personal Information sent/received for student enrollment input (automatic w/ tuition)
- Confirmation email sent to you from Administration verifying information

**You will be issued a Student ID number.** Your number will be contained within the text of your official acceptance letter, sent from the Office of the Provost. This number should be used for inquiries when contacting the office and included on your course submission work.

After receipt of your acceptance letter, the submission "clock" begins for you.

### Complete the following for the CLEPP Degree Program *within 240 days*:

All papers submitted for review must be prepared according to the *APA style manual* and be free of grammatical or spelling errors.

The Curriculum Vitae (CV) should be prepared according to current accepted professional standards and be as detailed as possible.

A guideline is provided here:

<https://www.thebalance.com/curriculum-vitae-format-2060351>

1. Via email to: [dr.fifer@outlook.com](mailto:dr.fifer@outlook.com) "declare" your candidacy for the degree you are seeking through this program. If you are seeking an advanced graduate degree, such as Master of Divinity (M.Div.) you must attach to this email your previously earned degrees to support this requested level.
2. Complete your Curriculum Vitae (CV) using as much detail as possible to include all training, education, and experience you have both inside and outside of ministry.
3. Complete a comprehensive essay outlining your life's experience and how it relates to your degree candidacy.  
**CLEPP Students may Upload these submission items to the Ministry office as separate .pdf files attached to the same email.**
4. Once you have completed ALL Requirements, they must be sent as *.PDF* email attachment(s) to [untci.tecu@gmail.com](mailto:untci.tecu@gmail.com) with the subject "CLEPP Submission /YOUR NAME" for review. The Office of the Provost will keep you informed after as to where in the review process your submission is until complete and a degree declared.

Ready to enroll? <https://untci.org/shop/clepp-degree-program-enrollment/>