

# CMI Online Student Handbook

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# **About Children's Ministries Institute®**

## ***Purpose***

The *Children's Ministries Institute*® (CMI®) exists for the express purpose of promoting the evangelization and discipleship of children around the world. This purpose is carried out primarily through training workers and leaders for *Child Evangelism Fellowship*® (CEF®) ministries. In addition, those working in the local church and other mission organizations can benefit from the training which will enable them to minister to children in their sphere of influence.

Believing that ministry to children is crucial for world evangelization, the *Children's Ministries Institute*

- Prepares students to evangelize unreached children with the Word of God, disciple them and establish them in a local Bible centered church.
- Equips students to offer practical training for adults desiring to have an impact on future generations through dynamic outreach ministries to children.
- Helps them to build the managerial and leadership skills needed for developing a children's ministry primarily in *Child Evangelism Fellowship*, and also in other missionary organizations.

## ***Philosophy***

*Child Evangelism Fellowship* and *Children's Ministries Institute* firmly believe that one of the main tasks of the Church today is to take the good news of salvation to "every creature" (Mark 16:15). Down through the centuries, the emphasis in many churches has been placed on youth and adults. However, the children have been desperately neglected.

We believe that the Bible does not teach a theology of childhood which is separate from, and different than, a theology of adulthood. Instead, the Bible gives a theology of man which includes both children and adults. While there are many differences between the child and the adult physically, psychologically, socially and, in some ways, spiritually, their condition before God is the same.

We believe that Christians should take children's ministry seriously, not merely as entertainment, but seizing every opportunity to instill God's Word in tender hearts while they are young.

We believe even young children can make a solid decision to trust in Jesus Christ as their Savior when properly instructed. Contrary to secular theories of child development and philosophies which have even infiltrated into some Christian education circles, we believe the grace of God through the ministry of the Holy Spirit can be extended to boys and girls. The lives of thousands of godly Christians who were saved at a young age confirm this truth.

We believe that ministry to children is crucial for world evangelization. One-third of the world's population is younger than 15 years of age. World Vision estimates that more than 80 percent of the world's young people, totaling 1.4 billion, are growing up in non-Christian homes. If we are to evangelize the world, we must evangelize its children. Jesus said, "It is not the will of your Father...that one of these little ones should perish" (Matt. 18:14) and we believe Christians everywhere should know how to lead children to Christ.

We believe in the process of multiplication (2 Tim. 2:2). Our desire is to recruit faithful, capable men and women for ministry with *CEF* and to equip them with leadership skills necessary to train other adults and young people who will teach children in North America and around the world. However, children's workers and leaders will also be multiplied as they serve the Lord under the auspices of their local church or another mission agency. *CEI* challenges its students for full-time ministry among the children.

## ***History***

*Child Evangelism Fellowship* is the world's largest mission agency to children. Last year over eight million children were reached in *CEF* ministries in over 155 countries! For more than 70 years *CEF* has successfully met the challenge of training thousands of Christians to evangelize and disciple children. *CEF's Children's Ministries Institute* is actively preparing leaders for strategic ministry to today's child.

The history of *CEI* dates back to 1945 when it officially began as a part of the dream of the founder of *Child Evangelism Fellowship*. Jesse Irvin Overholtzer was raised in a church which taught that praying and religion were for grown-ups. Although as a young child he longed to be right with God, the way of salvation was never made plain to him.

When the conviction of sin became too much to bear and his questions were not answered, Jesse decided that if he couldn't get saved, he might as well sin as much as he wanted. The next eight years were filled with rebellion and darkness. Finally at age 20 Jesse Overholtzer accepted the Lord Jesus Christ as his personal Savior.

Later as a pastor J. Irvin Overholtzer came to the realization that children, if properly instructed, can understand the good news of salvation. Thinking back to his own childhood and those wasted years, he was tremendously burdened for the salvation of children.

Mr. Overholtzer enlisted the help of leading evangelicals of his day, Dr. Paul W. Rood and Dr. Harry A. Ironside. In May 1937 in the state of Illinois *Child Evangelism Fellowship* was incorporated.

Leadership was desperately needed in 1945. Calls began to come in for directors and missionaries to develop the *CEF* program in areas that Mr. Overholtzer had visited in the USA and overseas.

In an effort to meet the challenge of training capable men and women for leadership positions in *CEF*, the Leadership Training Institute was begun. The charter student body numbered 30.

"You're going to see this school big some day," Mr. Overholtzer told the students. "Other schools will be patterned after it around the world." His prediction came true.

In intervening years, graduates of that first school set up Leadership Training Institutes in various countries around the world where *CEF* ministers. Today over 4,500 students have graduated from the USA Institute alone. Hundreds more have received the specialized training in *CEF* International Institutes which are regularly held in Europe, Latin America, East Africa, West Africa, Southern Africa, the Middle East, and Asia.

Institute graduates are ministering to children, training children's workers and leading children's ministries around the world in *CEF*, local churches and other mission organizations.

In 1992 the school became known as the *Children's Ministries Institute*. Now, as always, *CMI* is dedicated to providing quality, practical training for those called of God to take the Gospel message to the most forsaken mission field in the world today - the children.

## **Beliefs**

We believe

1. That "All Scripture is given by inspiration of God," by which we understand the whole book called THE BIBLE; that it is inerrant in the original writings and that its teaching and authority are absolute, supreme and final. That the Holy Spirit guided the holy men of old in all that they wrote. 2 Timothy 3:16; Deuteronomy 4:2; 2 Peter 1:21.
2. The Godhead eternally exists in three persons - the Father, the Son and the Holy Spirit. These three are one God, having the same nature, attributes and perfection. Romans 1:20; Matthew 28:19; Deuteronomy 4:35; John 17:5.
3. In the Personality and Deity of the Lord Jesus Christ, begotten of the Holy Spirit, born of the Virgin Mary, truly God and truly man. John 1:1,14; John 10:30; Matthew 1:20; Luke 1:30-31; Philippians 2:5-7; 1 Timothy 3:16; Colossians 1:19.
4. In the Personality and Deity of the Holy Spirit, the source and power of all acceptable worship and service, the infallible interpreter of the infallible Word, who indwells every true believer, and is ever present to testify of Christ, seeking to occupy us with Him and not with ourselves or our experiences. John 15:26; Acts 5:3, 4; Acts 1:8; Romans 8:26, 27; 1 Corinthians 2:12, 14; Romans 8:9; 1 Corinthians 3:16; 1 Corinthians 12:13; John 16:13, 14.
5. That man was created in the image of God, after His likeness, as stated in the Word of God, but the whole human race fell in the fall of the first Adam. Not only was his moral nature grievously injured by the fall but he totally lost all spiritual life, becoming dead in trespasses and sins, and subject to the power of the devil. "The carnal mind is enmity against God; for it is not subject to the law of God, neither indeed can be. So then, they that are in the flesh cannot please God" (Romans 8:7, 8). Therefore, he cannot see nor enter the kingdom of God until he is born again by the Holy Spirit. That no degree of reformation however great, no attainment in morality however high, no culture however attractive, no humanitarian and philanthropic schemes and societies however useful, no baptism or other ordinance however administered, can help the sinner take even one step toward Heaven; but a new nature imparted from above, a new life implanted by the Holy Spirit through the Word is absolutely essential to salvation.

Genesis 1:26, 27; Romans 5:12; Ephesians 2:1-3; John 3:3, 6, 7; Titus 3:5.

6. That Jesus Christ became the sinner's substitute before God, and died as a propitiatory sacrifice for the sins of the whole world. That He was made a curse for the sinner, dying for his sins according to the Scriptures, that no repentance, no feeling, no faith, no good resolutions, no sincere efforts, no submission to the rules and regulations of any church can add in the very least to the value of the precious blood or to the merit of that finished work wrought for us by Him, who tasted death for every man. 1 John 2:2; Hebrews 2:9; Galatians 3:13; Romans 3:25; Romans 4:4-5; Romans 5:8; Colossians 1:13, 14, 20, 21.

7. In the resurrection of the crucified body of Jesus Christ; that His body was raised from the dead according to the Scriptures, and that He ascended into Heaven and sitteth on the right hand of God as the believer's high priest and advocate. Luke 24:39; Acts 1:10-11; Ephesians 4:10; Hebrews 1:3; 1 John 2:1.

8. That Christ in the fullness of the blessings He has secured by His death and resurrection is received by faith alone and that the moment we trust Him as our Savior we pass out of death into everlasting life, justified from all things, accepted before the Father according to the measure of His acceptance, loved as He is loved and made one with Him. At the time of acceptance of Christ as Savior, He comes to dwell within the believer and to live out His life of holiness and power through him. Hebrews 9:15; John 5:24; Romans 3:28; Romans 4:3, 23-25; Ephesians 1:3; John 17:23; Galatians 2:20; Galatians 4:6-7; Galatians 5:16; Acts 1:8.

9. That the Church is composed of all those who truly believe on the Lord Jesus Christ as Savior. It is the body and the bride of Christ. That every believer, whether Jew or Gentile, is baptized into the body of Christ by the Holy Spirit, and having thus become members of one another we are responsible to keep the unity of the Spirit in the bond of peace, rising above all sectarian prejudices and denominational bigotry and loving one another with a pure heart fervently. Ephesians 1:22, 23; Ephesians 2:19-22; 1 Corinthians 12:22-27; 1 Corinthians 1:10-13; Romans 12:4, 5; Ephesians 4:3-6; Ephesians 5:32; Philippians 2:1-5; Galatians 5:13-15.

10. That all believers in our Lord Jesus are called into a life of separation from worldly and sinful practices and should abstain from



such amusements and habits as will cause others to stumble, or bring reproach upon the cross of Christ. Believers are created in Christ Jesus unto good works. "As we therefore have opportunity, let us do good unto all men, especially unto them who are of the household of faith" (Galatians 6:10). 1 John 2:15, 16; Romans 13:14; Romans 14:13; 1 Corinthians 10:31; Ephesians 2:10.

11. In the evangelization of the world; that the supreme mission of the people of God in this age is to preach the Gospel to every creature. That special emphasis should be placed upon the evangelization of children. Mark 16:15; 2 Corinthians 5:18, 19; Matthew 18:14.

12. In the personal return of our Lord and Savior Jesus Christ; that the coming again of Jesus Christ is the "Blessed Hope" set before us, for which we should be constantly looking. Our citizenship is in Heaven from whence we look for the Savior, the Lord Jesus Christ (Philippians 3:20). Acts 1:11; 1 Thessalonians 4:16, 17; John 14:1-3; Titus 2:13; Philippians 3:20, 21.

13. That the souls of those who have trusted the Lord Jesus Christ for salvation do at death immediately pass into His presence, and there remain in conscious bliss until the resurrection of the body at His coming, when soul and body re-united shall be with Him forever in glory. Luke 23:43; 2 Corinthians 5:8; Luke 16:22, 25; Philippians 1:23; 1 Thessalonians 4:15-18.

14. That the souls of the lost remain after death in misery until the final judgment of the great white throne, when soul and body re-united at the resurrection shall be cast "Into the lake of fire" which is "the second death," to be "punished with everlasting destruction from the presence of the Lord, and from the glory of His power" (2 Thessalonians 1:8, 9). Luke 16:22-23, 27-28; Hebrews 9:27; Revelation 20:5, 11-15; 2 Thessalonians 1:7-9.

15. In the reality and personality of Satan, "that old serpent, called the Devil, and Satan, which deceiveth the whole world" (Revelation 12:9) Ephesians 6:11, 12; 1 Peter 5:8; Revelation 20:10.

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## ***Locations***

*Children's Ministries Institute* training is available online, on campus, in local ministry areas in the US, and internationally. Please visit [www.cefcmi.com](http://www.cefcmi.com) for more information about *CMI* on campus or contact persons near you.

The main campus of *Children's Ministries Institute* is located in Warrenton, Missouri, 60 miles west of St. Louis, just off Interstate 70 at the International Headquarters of *Child Evangelism Fellowship*. The quiet campus is situated on over 600 acres of rolling hills, and includes a small lake, a swimming pool and picnic areas. The peaceful atmosphere provides a pleasant place for students to walk, play or just relax. Warrenton is a small, but growing, friendly town with plenty of stores and eating places to meet students' needs. The surrounding towns and the city of St. Louis provide many additional shopping, cultural and recreational facilities.

There are several churches within close proximity to the campus where students are encouraged to become involved with the body of local believers.

## ***Faculty***

The *CMI* faculty includes over 20 godly men and women who are committed to giving the highest quality training in the field of children's ministries. Several faculty were involved in the development of the renowned *Children's Ministry Resource Bible* published by Thomas Nelson Publishers (1993). In addition, others have developed Bible lesson curriculum and other resources for children's ministry being used around the world in over 100 languages. Each faculty member is a ministry practitioner and has been carefully selected because of:

- Experience** in practical aspects of ministry to children
- Expertise** in training other adults to work with children
- Excellence** in communication skills

## ***Accreditation***

The *Children's Ministries Institute* is a nontraditional program that exists to provide specialized training for individuals involved in direct ministry to children for potential leaders of children's ministries. Due to

the length and nontraditional nature of the program, the Institute does not qualify for formal accreditation by higher education accrediting associations. However, because of its reputation for quality program and solid doctrinal position, various Christian colleges and universities are awarding academic credit to students who hold a *CMI* diploma or have completed certain modules.

It is the student's responsibility to check with the college of their choice about receiving credits before registering for a course or the diploma program.

### ***Articulation Agreements***

For a listing of regionally accredited Christian colleges and universities that have entered into articulation agreements with the *Children's Ministries Institute*, visit the *Children's Ministries Institute* website at <http://www.cefcmi.com/index.php/academics/articulation-agreements>.

### ***Continuing Education Units***

The *Children's Ministries Institute* is a recognized provider of Continuing Education Units (CEUs) by the Association of Christian Schools International.

The Continuing Education Unit (CEU) is defined as six (6) contact hours of satisfactory participation in an approved course. The CEU is a nationally recognized measurement of non-credit post-secondary level of learning and is used by many professions as a measure of ongoing training that is required to maintain credentials. Professionals in many fields of service, including pastors, Christian school teachers, chaplains, counselors and ministry leaders use CEUs to verify an educational experience to maintain or improve skills.

**Note:** *It is the student's responsibility to contact their local or state education board to ensure that they will accept CEUs from the Association of Christian Schools International before registering for a course.*

## **Courses**

Students can receive Continuing Education Unit credit for the following courses:

CM201 Teaching Little Kids  
CM202 Teaching Children Effectively Level 1  
CM203 Teaching Children Effectively Level 2  
CM204 Understanding Today's Child  
CM205 Progressive Methods of Child Evangelism  
TT301 Dynamics of Teacher Training  
TT401 Instructor of Teachers Level 1  
TT402 Instructor of Teachers Level 2  
LD402 Ministry Strategy and Development  
LD403 Leadership Essentials (Previously Distinctives of Christian Leadership)

CEUs can also be earned for the following seminars:

Children in Crisis-Educational Studies-1 CEU  
Children's Ministries Conferences-Educational Studies-1 CEU  
Super Seminars (24 Topics)-Educational Studies-1 CEU for each 6 Topic Seminar  
Teaching Preschoolers Seminar-Educational Studies-1 CEU  
Teach 'N Transform-Biblical or Educational Studies-1 CEU  
Little Kids Can Know God Seminar-Biblical or Educational Studies-1 CEU  
Spiritual Formation (1 Day Seminar)-Biblical or Educational Studies-1 CEU  
Spiritual Formation (2 Day Seminar)-Biblical or Educational Studies-2 CEUs

## **Program and Course Information**

The *Children's Ministries Institute* offers several options for online learning. Each has a distinct emphasis and time commitment. Read through the descriptions below to find the one best suited to your needs.

## ***Program Descriptions***

### **The Master Teacher Certificate**

This program is designed for students who desire to concentrate on training for direct ministries to children. The Master Teacher certificate will be awarded to the student upon the successful completion of four courses related to direct ministry to children. This certificate program is offered on campus and online. On campus and online courses can be combined to meet the requirements of this program.

Required courses:

CM202 *Teaching Children Effectively Level 1*

CM203 *Teaching Children Effectively Level 2*

CM204 Understanding Today's Child

CM205 Progressive Methods of Child Evangelism

### ***Individual Courses***

Individual courses may be taken without enrolling in a certificate program.

### ***Individual and Group Seminars***

Seminars that cover various topics related to direct ministry to children are available online. Biblical principles and practical ideas are clearly communicated in each seminar. They can be taken at a self-study pace. No credit can be earned towards a program of study. Many seminars are available **free of charge**.

These seminars can be used by individuals and groups. Pastors and children's ministry leaders can use these seminars for training groups. Groups viewing these seminars will need an active internet connection, an LCD projector, screen and external speakers.

### ***Demonstrations***

Bible lesson, missionary story, and song demonstrations are available FREE online. These demonstrations highlight the elements that should be included in your teaching as well as interactive ideas to help keep

the children engaged. They can be viewed at a self-study pace. Demonstrations are available **free of charge**.

### ***On Campus and Online Course Transfer***

Some courses will be offered both on campus and online, allowing students to combine courses from both learning environments to complete their certificate or diploma program. The *Children's Ministries Institute* diploma and the Ministry Leadership certificate programs require students to attend a minimal number of courses on campus. Please see the requirements below.

Courses that *CEF* staff may take online OR on campus

CM202 *Teaching Children Effectively* Level 1\*

CM203 *Teaching Children Effectively* Level 2\*

CM204 Understanding Today's Child

CM205 Progressive Methods of Child Evangelism

LD403 Leadership Essentials

Courses that *CEF* staff *must* take on campus

TT301 Dynamics of Teacher Training

TT401 Instructor of Teachers Level 1\*

TT402 Instructor of Teachers Level 2\*

LD401 Distinctives of Child Evangelism Fellowship

LD402 Ministry Strategy and Development

\*Select courses also available at designated locations around the world.

### ***Course Structure***

All full courses will have a defined start and end date and will last for eight to twelve weeks. A week will begin on Sunday and wrap-up Saturday at midnight (CST). Courses will be limited to twenty-two students.

### ***Children's Ministries Institute Course Descriptions***

#### **CM202: Teaching Children Effectively™ (TCE™) Level 1**

A practical learning experience designed to equip students with basic skills and effective methods to evangelize children and immediately

begin a neighborhood outreach ministry. Emphasis is placed on organizing and conducting meaningful classroom activities which can enrich children spiritually. In addition to regular course work, students are required to participate in teaching five children's classes applying the methods learned in the course.

Agenda:

- The Child in the New Testament
- The Importance of Conversion
- How to Lead a Child to Christ
- The Importance of the Teacher
- Bible Lesson Preparation and Presentation
- Counseling the Child for Salvation
- Scripture Memorization
- The Importance of Reaching the Child in the Neighborhood
- The Good News Club® Program
- Organizing the Good News Club
- Managing Your Classroom
- Teaching Children to Pray
- Teaching with Music
- Visual Communication in Teaching
- Encouraging the Newly Converted Child

In addition, three required practicum sessions conducted during the course provide each student with evaluated experience in applying the theory taught.

### **CM203: Teaching Children Effectively™ (TCE™) Level 2**

TCE Level 2 is designed to provide information and practical methods which will enable the student to effectively guide the saved child in progressive spiritual growth. The course is centered on the principle that true teaching of the Word of God produces change. Students gain skills which will enable them to offer practical help to children as they establish and develop a personal relationship with God. In addition to regular course work, students are required to participate in teaching five children's classes applying the methods learned in the course.

Prerequisite: CM202 Teaching Children Effectively Level 1

Agenda:

- General Concepts of Spiritual Development
- Bible Lesson Preparation and Presentation
- Teaching the Message of Salvation in the Class Hour

- Basic Needs of the Child
- Teaching Confession of Sin
- The Christian Child's Devotional Life
- Developing the Child's Appreciation of God
- Being a Witness for God
- Teaching Missions
- Christian Conduct
- The Ministry of Teaching
- Objectives
- Motivating Faithful Attendance

In addition, two required practicum sessions conducted during the course provide each student with evaluated experience in applying the theory taught.

### **CM204: Understanding Today's Child**

A study of child development and behavior from birth through adolescence as related to the unique problems faced in today's society. Emphasis is placed on the role of the parent/teacher in helping children to develop physically, socially, emotionally, intellectually and spiritually. Students will learn how to help children who are victims of divorce, abuse, and other dysfunctional situations. In addition, students will also learn how to teach children from various religious backgrounds.

Agenda:

- Age-Group Characteristics/Personality Development
- Teaching Little Kids
- Teaching Adolescents
- Children at Risk
- Teaching Children from Different Religious Backgrounds

This course features a field trip designed to give the student an opportunity to observe children of different age groups, identifying their specific characteristics as discussed in class.

### **CM205: Progressive Methods of Child Evangelism**

An advanced study of the doctrine of redemption and contemporary methods and strategies for evangelizing and teaching today's child. The course is designed to provide students with a variety of effective tools which can enhance evangelistic skills in children's ministry. The course also helps students define their theology of childhood



conversion through an in-depth study of pertinent Scriptures and an examination of current philosophies regarding children and salvation.

Prerequisite: CM202 Teaching Children Effectively Level 1

Agenda:

- Theology of Child Conversion
- Apologetics for Children
- Developing Biblically Focused Kids
- Counseling the Child
- Methods of Evangelism
- Evangelistic Outreach Ministries
- Doctrine of Redemption
- Learning Styles
- Visual Communication in Evangelism

Elective Workshops

- Puppets
- Face Painting
- Balloon Sculpting

During this course students will be involved in practical outreach ministry to children through Party Clubs.

### **LD402: Ministry Strategy and Development\***

This course is a study of fundamental principles and skills basic to the successful development of a children's ministry in *Child Evangelism Fellowship*, the local church or other mission organizations. This course is designed for leaders who desire to develop a dynamic ministry to children under the direction of the Holy Spirit.

Agenda:

- Developing a Prayer Program
- Raising Personal and Ministry Finances
- Developing Church Partnerships
- Promotion and Marketing
- Writing and Designing Effective Newsletters
- Designing for Media
- Strategic Planning
- Building Your Ministry Team
- Developing CEF Ministries
- Managing Your Office

\*This module is available online and on campus, but *CEF* staff must take the on campus session as it is focused more specifically on *CEF* ministries.

### **LD403: Leadership Essentials**

This course is focused on the student as a leader in children's ministry, who is constantly growing and maturing in his or her walk with the Lord and others. The course examines biblical principles for leadership and the personal qualities essential for a good leader. Through the DISC inventory, students gain insights into the behavioral patterns that shape their leadership styles. In addition, emphasis is placed on interpersonal relationships, conflict management and communication skills necessary for effective ministry.

Agenda:

- The Leader's Devotional Life
- Principles of Christian Leadership
- The Christian Worker
- Personality Insights/Spiritual Gifts
- Time Management
- Communication Principles
- Interpersonal Relationships
- Managing Conflict

### **Admission**

#### ***Who will benefit from CMI Online courses?***

- Those seeking vocational career opportunities with *Child Evangelism Fellowship*.
- Missionaries or missionary candidates who need a more specialized preparation for church planting or other church growth strategies which involve ministries to children.
- Bible college/university students who desire to supplement their training and specialize in children's ministries.
- Children's pastors; directors of children's ministry; Christian education directors and children's ministry leaders in a local church, denomination or parachurch ministry.
- Teachers, parents and others interested in evangelizing and discipling children.
- Those desiring to enhance ministry and leadership skills through continuing education.

## ***Online Learning – Is it right for me?***

Online learning is not for everyone. Although it is flexible, allowing you to study at your convenience in the comfort of your home, it still requires the same type of time commitment as a regular course would. Learners need to be self-motivated, independent students who can understand and follow directions. They should also possess organizational, technical and time management skills, and have adequate time each week to spend on coursework. The more of these qualities a learner possesses, the more successful they tend to be in the online environment. If you'd like to participate as a student in an online learning environment before enrolling in a full course, consider enrolling in our free, three-week Romans Road for Children course. This free course has all the features of a typical CMI Online course and would allow you to experience online learning firsthand to determine if it is right for you!

## ***Necessary Online Student Technical Skills***

If you are enrolling in an individual seminar, you should be comfortable:

- Connecting to and browsing on the internet
- Downloading and printing files
- Controlling the playback of audio and video files in a player

If you are enrolling in *courses*, you should be comfortable:

- Connecting to and browsing on the internet
- Downloading and printing files
- Controlling the playback of audio and video files in a player
- Opening, editing, creating and saving files in a Word Processor
- Receiving and sending e-mails
- Downloading, editing, saving and uploading attachments
- Discussing ideas through written communication
- Learning new technical skills

## ***Student Qualifications***

Qualified applicants should be high school graduates eighteen years of age or above. Because of the intensive nature of *CMI* courses, at least one year of Bible Institute or college is highly recommended. Applicants should have a strong Biblical background and evidence maturity and capability to handle the course work. Successful

applicants are also those college graduates and career people who desire a fresh challenge and specialized training after having completed their formal college degrees.

Since the purpose of *CMI* is to train men and women to be leaders in children's ministries, prospective students must confirm the fact that they have accepted the Lord Jesus Christ as personal Savior. In addition, applicants must give evidence of a lifestyle which is consistent with Christian principles and practices maintaining a godly testimony before others.

All applicants should be in agreement with the *Child Evangelism Fellowship* Statement of Faith/Doctrinal Protection Policy/Workers Compliance Agreement. Any clarification concerning our doctrinal position should be discussed with the director before application is made.

### ***International Applicants***

Courses are English-based. Applicants must demonstrate English language proficiency on the application essay portions in order to be admitted. English proficiency will be determined by the CMI Online academic committee.

### ***Equal Opportunity/Nondiscriminatory Policy***

The *Children's Ministries Institute* admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the Institute or online.

### ***Application Process***

Students desiring to enroll in a full course online should fill out and submit an application. The application process usually takes three to four weeks and requires several steps. To apply, go to <https://www.cefcmi.com/future-students/apply-now/> and click on the Apply Now button. Please read and follow the instructions carefully. Be aware that the student is responsible for making sure that his/her reference forms are completed and returned to the admissions office. The academic committee cannot begin to process any application until these forms have been received.

## ***Application Fee***

A one time application fee of \$35 is required with application for enrollment into any course taken on campus or any eight to twelve week courses taken online.

## ***Student Acceptance***

Once we receive your application and your completed reference forms, the academic committee will review your application and make a decision about your application. Once the application form and the reference forms have arrived, you will be notified within two weeks as to whether or not you are accepted.

## ***Course Materials***

All materials should be ordered for delivery prior to the first day of class. If you do not have the required materials when courses begin, you may miss assignment deadlines which may jeopardize your success. Although most of the course material in the form of streamed video is available online, other course materials may be in the form of texts, manuals, visual aids, CDs or DVDs. To ensure materials arrive prior to the course start date, all students are advised to order their materials as soon as possible. Information regarding required materials will be available on the course website.

## **Technical Requirements**

### ***Computer Requirements***

#### **Hardware Requirements**

You need regular access to a personal computer that meets the following specifications:

512 RAM (minimum)  
CD-ROM drive (reading ability only)  
Video card  
Sound card

Speakers (internal or external)

DVD drive (on computer) or DVD player (external) (Select courses only)

Regular access to high-speed internet (cable modem or DSL) is also needed. ***Due to the streaming audio and video presentations that will be used to deliver content, a dial-up connection is not recommended.***

Access to a printer to print supplementary notes and handouts is highly recommended for enrollment in full courses.

## **Software Requirements**

You need regular access to a personal computer that has the following software installed:

Operating System:

Windows 2000 or higher, NT, ME, XP, Vista.8 or Mac OS X

Internet Browser:

Mozilla Firefox (suggested for optimal performance and viewing),

Internet Explorer (7.0 or higher)

Chrome

Plug-ins:

Adobe Acrobat Reader

Adobe Flash Player

E-mail Account

Microsoft Word 97 or higher (or equivalent)

Microsoft PowerPoint 97 or higher or PowerPoint Viewer

NOTE: To test your system, access one of our free seminars. If you can access the instructions and open and view the student notes and the presentation file, then you have a supported operating system, browser and all needed plug-ins.

## ***Suggested Computer Settings***

For optimum viewing, your screen resolution should be set at 1024 by 768 pixels. To adjust this setting, go to the Start Menu and select Control Panel. Open the dialog box for Display. You may need to select Appearances first. Select the Settings tab and then drag the screen resolution slider until it displays the desired pixels. Click on Apply; then OK to save your settings.

# **Enrollment and Registration Policies**

## ***Registration***

Once students are accepted as students to the *Children's Ministries Institute* and have created a CMI Online user account, they can register for *CMI* courses on the learning management system. For more specific information about creating a user account or registering for courses, please view the CMI Online website. Note: Some courses have prerequisites; please ensure that you meet the prerequisite requirements before registering for those courses.

## ***Term Structure***

Courses will have a defined start and end date and will last for eight to twelve weeks (three weeks for the free Romans Road for Children course). A week will begin on Tuesday and wrap-up Monday at 11:55 PM (Central Time). Courses will have a limited number of students and each course will have an assigned online instructor.

Seminars cover important topics related to direct ministry to children in 20-60 minute segments. They can be taken at a self-study pace.

Demonstrations help teachers become familiar with Bible lessons, missionary stories, and songs.

## ***Registration Deadlines***

Registration is open only at specified times. Please watch the website for registration dates.

## ***Waiting List***

When a course opens for registration, a set number of students will be allowed to register. Once the maximum enrollment number is reached, no more students can enroll. You can, however, choose to be put on the waiting list. If a student registered for the course drops out, those on the waiting list will be contacted in the order they were added to the list and given the option to register for the course.

## ***Course drops***

### **Refunds**

You may withdraw from any course for a full tuition refund prior to the course start date. Any student who withdraws from their course will receive a refund of tuition as follows:

- 100% tuition before the course start date
- 90% tuition will be refunded if the student withdraws within week one
- 60% tuition will be refunded if the student withdraws within week two
- 40% tuition will be refunded if the student withdraws within week three
- No tuition will be refunded after week three.

Refunds are applicable to tuition only. Administrative fees and course materials are non-refundable.

### **How to Withdraw**

If you need to withdraw from a course, you must officially submit a request for withdrawal in writing to the CMI Online Registrar. E-mails are acceptable.

## ***CMI Policies – Administrative and Academic***

When a student enrolls in a diploma program, certificate program or an individual course, the student agrees to abide by all *CMI* administrative and academic policies. *Child Evangelism Fellowship* continues in its commitment to its "Statement of Faith" which embodies the non-negotiable and historic beliefs of evangelical Christians. Within the community of evangelical believers various distinctives exist which do not prevent our fellowship in the Lord and our effectiveness as child evangelists. In keeping with the interdenominational character of the organization, careful consideration must be given to our ministry and our fellowship with one another to demonstrate the unity of the Body of Christ. Students should show respect to others when discussing any distinctive or controversial doctrines, methods and practices that would go beyond the *CEF* "Statement of Faith". These would include but not be limited to such things as modes of baptism, alteration of the Gospel message,



speaking in tongues, interpretation of Scripture by experience, healing on demand, etc.

## ***Student Expectations***

### **General Guidelines**

You should plan on spending 8-12 hours a week working on coursework. This includes time watching presentations, interacting in the forum, completing homework and participating in all other activities. Since online discussion is a significant part of the teaching and learning models that help solidify learning, students are required to actively participate and contribute to course discussions with posts that are frequent and substantial. See the communication section of the handbook for more specific requirements.

### **Attendance during the First Week**

At the end of the first week, each course will be reviewed to determine if the student is attending the course. If the student has not attended, the student will be dropped from the course roster. If you have problems accessing the website or the forum during the first week, promptly contact the CMI Online Administrator at [onlineadmin@cefonline.com](mailto:onlineadmin@cefonline.com).

### **Writing Style**

Papers will be assigned in some courses. All papers should be neatly typed with pages numbered. A 12-point Times New Roman font is preferred. Carefully proofread and edit your work. Your papers should demonstrate an educated use of the English language. We recognize that we have students whose primary language is not English. In such a case, you may want to have a qualified person proofread your final draft before submitting your assignment.

All work submitted is expected to be your own work. Proper notice must be given when quoting from another work, citing another work as authority, or using the original idea/work of another. Common knowledge does not have to be documented.

## Selecting a Qualified Proctor

Some courses involve practicums that require a proctor. Proctors are chosen according to Institute-established criteria. For specific details, please read the proctor instructions as well as the Proctor and Student Agreement Forms provided in your course. In accordance with the course guidelines and schedule, students are responsible to coordinate a time to be observed by their proctor. To ensure academic integrity, proctors will submit the observation sheets to the instructor who will then evaluate and assign a grade to the student.

## Selecting a Real-World Teaching Location

Some courses involve teaching times with children in a classroom using the methods learned in the course. The preferred teaching location is a *Good News Club*® as this setting will provide hands-on ministry to children outside the church who may never before have heard the Gospel. (A *Good News Club* is a ministry of *Child Evangelism Fellowship*. It is a Bible club that meets for one hour a week during the school year. Its emphasis is to reach children outside of the local church. Good News Clubs take place in local areas around the world.) The CMI Online team will make contact with people teaching Good News Clubs near you to see if there is a club where you can participate during the course. If there is not a club near you, you will need to secure a teaching location yourself. As you are looking for a setting to complete your real-world teaching, the following tips will help you find an appropriate location. T

The teaching location should...

- reach children between the ages of 5-12 as these are the ages most appropriate to the course methods being taught
- provide enough time for you to teach according to the methods presented in this course
- be available during the necessary weeks according to the course schedule

Please read the real-world teaching instructions given in your course for specific details.

## **Learning Management**

Students receive access to the learning system using their secure username and password. From this site, students may register for courses, view the student handbook, view messages from the instructor, and access courses.

## **Student E-mail**

It is mandatory that students check their e-mail at least once a week to receive Institute and instructor messages. When corresponding with your instructors, be sure to put the course name in the subject line. Do not send advertisements, e-mail forwards, or spam mail to your classmates. Please be aware that all e-mail sent through the *CMi* learning management system is viewed for content, and misuse can lead to dismissal from the course and/or program without remuneration. Virus alerts should only be issued by the IT Help Desk. If you suspect a virus or have received a virus threat, please contact the IT Help Desk at 1-800-300-4033 ext. 5000.

## **Receiving Assignments**

All assignments will be provided inside the course along with a suggested sequence of activities. Each module lists the assignments with clear explanations, procedures and due dates.

## **Handing in Assignments**

All written assignments that are not posted to the forum should be submitted in MS Word (or equivalent) format.

## **Saving Assignments**

Students are encouraged to save all work on a computer hard drive and a USB drive in case technical problems occur.

## **Assignment Due Dates/Times**

It is expected that all assignments including forum posts will be submitted on time. Failure to submit assignments on time will result in a drop of one letter grade for each day late. In the case of an emergency or other extenuating circumstance, students should contact their online instructor and make arrangements for late submission of

an assignment. In cases where the student consistently misses assignment due dates, the student may be withdrawn from the class without remuneration. Failure to post forum items on time affects not only you but also your classmates and their learning. Therefore, late forum posts will also negatively affect your grade.

## **Communication**

Although interaction will be different than in a typical classroom setting, it is a key component of online education. Whether you communicate through e-mail, chat sessions, or the forum, you should do so politely following the guidelines given. Weekly written discussions amongst your classmates and instructor will take place in a forum. A forum is a place to carry on a discussion with others. Instead of merely e-mailing thoughts to an individual, a forum provides a public place for you to post your thoughts so that everyone can read them and have the opportunity to respond. One of the advantages of this type of communication is that participants do not have to all be online at the same time. Replies to a post can be added right after it is made or even days later. These discussions will build throughout the week and provide opportunity for you to ask questions, clarify understanding of a topic and offer suggestions to others. Students will also have the ability to communicate through e-mail and chat sessions. All types of communication should work together to help build a community where learners support and assist each other. All students should feel safe to share their thoughts. Keeping this in mind, the following are guidelines that will help us build this supportive learning environment.

### **General Guidelines and Format**

- Be concise. Each assignment will give a minimum and/or maximum number of words. Stay within those guidelines.
- Use correct grammar, capitalization, and punctuation. Use spell check and edit all postings before submitting.
- Treat forum posts and e-mails with the same respect and guidelines that you would use when writing correspondence or handwritten letters. It is not a text message and text message shorthand is not allowed. Refrain from using abbreviations.
- Using ALL CAPS is not appropriate. It is the equivalent of shouting.
- Break long messages down into short paragraphs so they will be easy to read online.

- For longer messages, be sure to compose your message first in a word processor such as WordPad. When you write messages in the text box of a discussion forum, it is not recognized by the software your internet service provider (ISP) uses to connect you to the internet. As such, after a set amount of time, your ISP will “time out”. Your connection may be broken, and your work may be lost.
- Note: Please do not copy and paste directly from MS Word as extra html code will be added to your post, and it will be difficult for others to read.

## **Content**

- Clearly state your topic in the subject line.
- Your contribution should demonstrate original thought and grapple with pertinent issues with respect to the topic.
- Be sure to carefully read the discussion questions. If the question has several parts, be sure to answer all parts of the question.
- Only messages that are relevant, help others, further the conversation, or resolve an issue should be posted.
- Ask expansive questions to stimulate your classmates thinking and lead to deeper understanding.
- Build on previous posts by agreeing or disagreeing, but avoid posting “Me, too” or “Great job” type posts. Give specific reasons or examples about why you agree or disagree with the post. Ask questions or define issues or terms in the post.
- Include personal accounts and provide reasons or examples to support any assertion you make.
- Suggest metaphors that could help with understanding.
- Share web links and other reference materials.
- Cite the source for anything you quote as part of an assignment by providing the pertinent information.

## **Ownership**

Online communication cannot be copied and/or shared without permission of the author and/or the instructor. Make sure that you have permission before using any other student’s work. *CEF* and *CMI* reserve the right to use students’ online posts without consent for educational, marketing and/or communication purposes.

## **Online Etiquette**

- Be polite. Do not belittle others or their ideas.
- If you disagree with someone, start by restating what he/she has said to see if you understood correctly. You may question and challenge other people's ideas. When done constructively, it benefits learning. Keep in mind that individual attacks and verbal abuse are not allowed.
- Use good judgment in your postings. What you may think is humorous; another person may think is offensive. Avoid sarcasm and be careful with humor. It can easily be misunderstood online due to the lack of verbal and nonverbal clues.
- If you use a word that may have several meanings, define the word and clarify the intention of its use.
- Profanity, pornography, hate and offensive language are not allowed in any online communication. Forums will be actively monitored and messages deleted as necessary.

## **Chat Sessions**

Chat sessions allow participants to discuss topics in real time on the web. This is a useful way to get a different understanding of the topic being discussed.

- Be on time. Give yourself enough time before the chat session starts to troubleshoot technical difficulties so that you are not late for class.
- Dial-up connections are not recommended since it may make the chat room very slow.
- Research the topic of discussion before the chat starts. Make sure you have paper, textbooks, and any other research material available to refer to for support of your ideas.
- Make sure the chat has your full attention.
- Stay focused on the goals and objectives of the chat.
- Expect the unexpected. If you have technical problems, don't panic. E-mail your instructor as soon as possible and ask how you can make up for the lost content.

## **Inclusion**

Be aware that *CMI* students represent a variety of denominations and cultures. *CEF* and *CMI* are inter-denominational. All denominations, national origins, genders, ages and races should feel welcome. Keep a multicultural, inclusive perspective when writing online. Any posts that are considered offensive to individuals or groups are subject to deletion by your instructor. Students will be required to resubmit their

post making necessary changes. If the student submits their subsequent post after the assignment deadline, the student will receive a reduction in grade for late posting. Any student who consistently posts things that are offensive or hurtful to others is subject to dismissal from the program without remuneration.

### **Personal Security**

Neither *CEF* nor *CMI* will ask you to send personal information via unsecured email, through the CMI Online forum or other unsecured communication. As well, do not reveal personal information to other students. Notify the CMI Online Administrator immediately if anyone requests information such as home address, Social Security number, driver's license number, credit card numbers, account numbers, or password. Do not request this information from others.

### **Privacy**

If you draw examples from people in your area, protect their confidentiality by using fictitious names. Assume that all messages you post are available to the general public. Do not post things that you want to keep private. Do not post any proprietary, classified, or restricted information.

### **Advertising**

Advertisements are strictly prohibited. Do not post to the forum or e-mail students promoting yourself, your organization, your company or your products. Sales, chain letters, advertisements and commercial activities are forbidden.

### **Intellectual Honesty and Academic Misconduct**

The *Children's Ministries Institute* expects students to exhibit honesty in all areas of study and life. Academic dishonesty is a serious violation of the standards of the *Children's Ministries Institute* and can result in denial of credit without remuneration and dismissal from the Institute. Academic dishonesty includes, but is not limited to, plagiarism\*, cheating, fabrication of research (inventing data or citations), the facilitation of academic dishonesty, or violation of copyright. All *Children's Ministries Institute* content is subject to U.S. Copyright laws and is restricted to use by enrolled students. Books and notes (in print or downloadable form) as well as CDs and DVDs may not be reproduced in any form, shared in print or by electronic

means, or sold without the written permission of the publisher. The only copying allowed is that which the student is required to make in order to complete his or her course. Streamed video lectures that are part of a full course should not be viewed on a regular basis by those not enrolled in the class. In addition, students should not attempt to gain unauthorized access to computerized academic or administrative records or systems. Any act of software piracy, hacking, constructing viruses, or knowingly introducing viruses into a system will be breaches of integrity.

\*All written material submitted by any means should be the original work of the student. Group projects should be the combined original work of the group. Students should not at any time represent another's work as their own.

## **Grading and Evaluation Policies**

The *Children's Ministries Institute* is designed to offer personalized attention to students in order to enhance their future effectiveness as Christian leaders. Students are encouraged to strive for excellence in every aspect of their training so as to bring honor to the Lord and to develop to their fullest potential. Therefore, all written assignments and practicums must be submitted on time and each assignment will be graded according to the evaluation criteria set up by the *Children's Ministries Institute*.

When an assignment needs to be redone, the teacher will notify the student and arrange a reasonable solution. If a student receives a "D" or below on an exam, practicum or written assignment; it must be redone. One opportunity to bring the unsatisfactory grade to passing is allowed. However, the grade received the second time will be lowered by one letter grade. (Example: an "A" paper will be lowered to a "B" as the final grade.)

*CMI* consistently evaluates all policies, procedures, content, instructors, and the delivery system. Students are encouraged to provide feedback about issues or concerns through surveys or personal communication.

## **Student Complaints/Grievances**

If a student believes that they have a justifiable concern about discrimination or unfair treatment on the basis of race, color, sex, age, or national origin or any academic procedure (class procedures,



grades, evaluations, etc.), it is our desire that any grievance be resolved in an informal manner. This would include discussing the problem or grievance with an instructor first. If the issue cannot be resolved with the instructor, an appeal may be made by following the procedure listed below.

### **Unlawful discrimination or unfair treatment**

Any complaint regarding sexual harassment, unlawful discrimination or unfair treatment on the basis of race, color, sex, age, or national origin should be raised as soon as the event occurs or the student gains knowledge of it. In no event should a grievance be raised more than 30 days after the event occurred.

The student should first seek to resolve the issue informally with the instructor. In the event that this is not possible, the student may file a written grievance with the CMI Online academic committee. The written grievance should contain the name of the complainant, the date of the filing, and a brief, specific description of the grievance and the resolution sought.

The CMI Online academic committee will provide a written response to the student typically within thirty days of receipt, unless the situation requires additional research or investigation. The decision of the CMI Online academic committee will be final.

### **Grade Disputes**

Student grievances concerning grades awarded or the quality of instruction received are handled first by the instructor, and then by the CMI Online academic committee. The following policies apply to all such grievances.

The student must dispute a final grade no later than 30 days after the end of the course in which the grade was awarded or the date the grade was awarded, whichever is later. After this time, the *Children's Ministries Institute* will not evaluate grade disputes from the student. The student must submit the grade dispute in writing to the instructor of the course in which the grade was received, including copies of any documentation that supports the student's request for a change of grade. The instructor will then either explain the grade awarded by phone and/or provide a detailed written explanation that includes the final grade calculation.

Grades are subject to revision by the CMI Online academic committee only if they were awarded in an arbitrary and capricious fashion. Arbitrary and capricious means any or all of the following:

- The grading procedures used to award the grade were not consistent with those used at the *Children's Ministries Institute* in Warrenton.
- The procedures used to award this grade were not consistent with the grading procedures used for other students in the same course.
- The grade was awarded on a basis other than academic merit, such as blatant favoritism, discrimination of any type, or romantic or sexual relationships between the student and any faculty member.

If the instructor is unavailable or does not respond within ten working days, or if the student is dissatisfied with the response given by the instructor the student should contact the CMI Online academic committee. The student must state in writing the basis of the dispute, provide relevant documentation, and, if necessary, submit the work when a particular graded assignment is in question. The CMI Online academic committee will review the information submitted by the student, determine whether the grade was awarded in an arbitrary and capricious fashion, and send a detailed response to the student giving a response to the grade dispute. If the assignment in question involves a practicum, the student will need to work with the CMI Online academic committee to resolve the issue. The decision of the CMI Online academic committee is final.

### **Quality of Instruction**

*CMI* consistently evaluates all policies, procedures, content, instructors, and the delivery system. Students are strongly encouraged to provide feedback about issues or concerns through surveys or personal communication with their instructor. If any issue or concern cannot be resolved with the instructor, the student may file a written complaint within 30 days of the end of the course in which the complaint arose. The student should clearly state the areas of concern, give examples, and provide specific documentation. The CMI Online academic committee will investigate appropriately including talking with the instructor and reviewing class communications. The CMI Online academic committee will convey to the student in writing a detailed evaluation of the complaint and, if appropriate, a solution to

the problem. The decision of the CMI Online academic committee is final.

## **Dismissal from Program**

When a student enrolls in a diploma program, certificate program or an individual course, he or she agrees to abide by the *CMI* administrative and academic policies. Any failure to abide by the policies listed can result in student dismissal without remuneration.

## **Technical Support Services**

If you are having technical problems,

1. Follow the Technology Help Desk Self-Service Steps below.
2. Read the frequently asked questions on the *CMI* website to see if your question is answered there.
3. Contact the IT (Information Technology) Help Desk with a detailed description of your problem if you have not resolved your issue.

### **Step One: Technology Help Desk Self-Service Steps**

If you can't access your class, you should check the following before contacting the IT Help Desk:

1. Is your computer on? Check to see if your modem, computer, keyboard, mouse, phone, cable, and network cords are plugged in. Also, sometimes a computer restart may clear up your problems.
2. Dial-up service is not recommended due to the streaming audio and video presentations that are used to deliver content. However, if you have dial-up service you should check to see if your telephone is working? Pick up a phone that shares the same line and listen for a dial tone. If there is no dial tone, you need to contact your telephone company.
3. If you have cable Internet: Are you able to receive your normally subscribed television channels? If not, you should contact your cable company.
4. Is your modem functioning? Look at the lights. Are they functioning as normal?

5. Can you open up an Internet browser window (Internet Explorer or Firefox) and view web pages? If not, you may need to restart your computer. If you are having trouble accessing the Internet in general, you should contact your Internet Service Provider.

6. Check the "Technical Requirements" page located under the Main Menu. Make sure that all the hardware requirements are met. Then, check the software requirements to make sure that you are using one of the suggested operating systems and that you have downloaded a current browser and all the necessary plug-ins.

### **Step Two:**

Visit CMI Online ([www.cefcmi.com/online](http://www.cefcmi.com/online)) to read the Frequently Asked Questions (FAQs) to see if your question is answered there.

### **Step Three:**

Contact the IT Help Desk.

When you contact IT, you should send them the following information:

- Your name and contact information.
- The course name and the instructor's name.
- Detailed description of what the problem is, including what you were doing and where (i.e., I receive an internal server error message when trying to upload a Word file.).
- If possible, copy and paste any error message that may appear.
- Indicate the browser (Firefox or Internet Explorer) and the version you are using if you know.

Due to the poor quality of reception, cell phone users are asked to repeat their contact information when leaving a message on voice mail.

### **What can I expect from the IT Help Desk?**

The IT Help Desk will try to resolve the issue if possible within twenty-four hours during the business day. Office hours are Monday-Friday 7:30- 3:30 Central Time.

The *Children's Ministries Institute* wants to help you succeed. If for any reason you are unsure who to contact or you are not receiving timely answers via other routes, feel free to contact the CMI Online

Director at 636-456-4321 ext. 1313, and we will do everything possible to resolve the difficulty you are having.

## **Guide to the Use of Internet Sites**

The information available on the internet varies in its accuracy, reliability, and value. Students should evaluate web sites and determine whether they offer reliable information.

## ***Instructor Expectations***

### **Instructor Introductions**

Instructors will post an introduction to the class in the forum. This will include a brief biographical sketch. (Note: Information regarding the preferred means of communication during the course, contact information, office hours, and other relevant course information can be found in the Instructor Information section of the course.) Be sure to read this post and respond by introducing yourself to your instructor and classmates.

### **Interaction in the Forum Discussion Board**

You can expect your instructor to interact with students on the discussion board providing constructive feedback where appropriate. The instructor will not respond to each individual post but will selectively reply to students noting significant areas of learning that are mentioned that are in line with weekly and course objectives. Instructors will also provide explanations or further comments regarding the topic of discussion to extend your learning. As well, instructors may ask questions about your posts to challenge you. Students are encouraged to take responsibility in the forum providing appropriate constructive feedback and resources to their fellow students as the course progresses. Students are also encouraged to ask questions of their fellow students when questions arise about their posts.

### **Prompt Response to Questions**

Your instructor is also available to help you with whatever difficulties you might have with the coursework. Weekly office hours will allow you to call if needed. Other direct, one-on-one help can be obtained by

following the procedure located in the “Instructor Information” folder inside your course. Your instructor should respond within two business days.

## **Financial Policies**

### ***Tuition and Fees***

#### **Teaching to Transform Seminar Series**

<b>Seminars</b>	<b>Individual Rate*</b>	<b>Group Rate*</b>
First two seminars	<i>FREE</i>	<i>FREE</i>
Additional seven seminars (price per seminar)	\$5	\$25

\* Individual Rate allows one user access to the seminar for thirty days. Group Rate allows access for a period of thirty days for up to 50 people in a training setting. For groups of more than 50, please contact *CMI* at 636-456-4321 ext. 1232 for pricing.

#### **Full Courses: Enrollment into Individual CMI Courses**

One Time CMI Application Fee = \$35

<b>Enrollment Type</b>	<b>Tuition per Course*</b>	<b>Administrative Fee</b>
8, 10 or 12-Week Full Course	\$290	\$60

\*Materials are extra and will range from \$50 - \$150 for each course including shipping and handling.

#### **Acceptable forms of payment**

Payment by credit card or check is required at the time of enrollment.

#### ***Fees/ Tuition changes***

*CMI* makes every effort to offer the finest programs at the most affordable rates. The more students we can serve, the greater our ministry outreach. As our costs increase, *CMI* may be required to increase its rates. Rates are subject to change without notice.

## **Requests**

### ***CEU Certificate***

CEU certificate requests must be submitted in writing (by e-mail is acceptable). All student fees must be up to date. A CEU request may be made by simply e-mailing the CMI Online registrar at [onlineregistrar@cefonline.com](mailto:onlineregistrar@cefonline.com).

Allow at least ten (10) business days for processing and mail delivery.

### **Permission for Release of Student Records**

By provision of FERPA, grades and transcripts cannot be issued to a third party without the written consent of the student. This restriction includes parents or guardians, except in cases where the student is claimed as a financial dependent by the parent or guardian. *CMI* will honor written requests only.

## **Transcripts**

Transcript requests must be submitted to the *CMI* Registrar in writing and personally signed by the student. Please provide specific information regarding the address and to whom the transcript should be sent. All financial obligations to *CMI* must have been met before transcripts will be released.

A Transcript Request Form is available online at [cefcmi.com](http://cefcmi.com). Print the form, fill it out completely (please print clearly) and mail it to the address below. A written signature is required. The cost for a transcript is \$10.00 per copy. Please make your check payable to *Child Evangelism Fellowship*.

#### **Mail your request to:**

CMI Campus Registrar  
Child Evangelism Fellowship  
PO Box 348  
Warrenton, MO 63383

Allow at least ten (10) business days for processing and mail delivery.

# **Privacy Policies**

## ***Student Records Privacy***

### **The Family Educational Rights and Privacy Act (FERPA)**

The *Children's Ministries Institute* complies with all the specifications of FERPA.

The Family Educational Rights and Privacy Act of 1974 (FERPA) governs students' rights of privacy and access to their educational records. The regulation states:

1. Students have the right to inspect their files and all materials contained therein, except those items specifically waived by the student. Students wishing to view their files must make an appointment with the Registrar.
2. Students have the right to request the amendment of their education records that the student believes are inaccurate or misleading. Students who desire to ask *CMI* to amend a record that they believe is inaccurate or misleading should write the *CMI* director, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading.
3. Students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The Act provides that information may be released to personnel within the institution, to officials of other institutions at which the student wishes to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others.

### ***Information CEF and CMI Collect***

- Contact Information: Name, organization, complete address, phone, e-mail address.
- Payment Information: Method of payment, credit card, essential verification information.



- Shipping Information: Name, organization, complete shipping address, and phone.
- Promotional Information: How you found us, what prompted your interest and your areas of interest.
- Survey Information: Contact information and demographics such as postal/zip code, age level.
- Correspondence Information: Suggestions, comments, messages, questions and requests for further correspondence such as newsletters, e-mail lists, and information requests.
- Usage Information: IP address, browser type, operating system, and date stamps.

### ***How CEF and CMI Use the Information***

*CMI* uses contact information to communicate with you. We use payment information to complete a purchase. Credit card numbers are used only for payment processing and are not retained for any other purpose. Credit card numbers are only kept in our files until the transaction is completed. We use shipping information to deliver resources. Promotional information is used to help us prioritize our promotional efforts and to ensure that we respond to your areas of interest. Surveys are completely voluntary and users therefore do not need to disclose information. Survey information is used to improve our ministry and our sites. Correspondence information is used to accept recommendations, answer questions and facilitate future correspondence as requested.

We use log files to track trends and improve the user experience. This data is not linked to personally identifiable information. We release account and other personal information when we believe release is appropriate to comply with law, or protect the rights, property, or safety of *CEF*, our users, or others.

*CEF* and *CMI* never sell, rent, lease, or exchange any information obtained online with other organizations. While *CEF* contracts with printing, credit card verification, marketing, auditing, address correction and other like firms to help us in our work, use of the information is limited to the internal purposes of *CEF*.

### ***How CEF and CMI Protect What We Know About You***

*CEF* and *CMI* are committed to ensuring the security of your personal information. *CEF* uses Internet Encryption Software, Secure Sockets Layer (SSL) protocol when collecting or transferring sensitive data such as credit card information. Credit card information you enter is

encrypted at your browser, sent over the public Internet in encrypted form, then de-encrypted at our server. Once we receive your credit card information, it is accessible only to a small number of trusted *CMI* staff who have been specially trained in processing this information.

## ***Cookies***

A cookie is a piece of data stored on the user's hard drive containing information about the user. Cookies allow us to keep track of your user name and password so you don't have to re-enter that information each time you visit one of our sites. Most browsers contain information on how to set your browser to notify you before accepting cookies or to disable cookies entirely. However, if you don't accept cookies, you may not be able to take advantage of various features on our sites that are available to other visitors.

## ***Limitation of Liability***

The *Children's Ministries Institute* will not be liable for any damages or injury that accompany or result from your use of any of its sites. These include, but are not limited to, damages or injury caused by any:

- Use of or any inability to use the sites
- Use of or inability to use any site to which you hyperlink from our sites
- Failure of our sites to perform in the manner you expected or desired
- Error or omission on our sites
- Interruption of availability of our sites
- Defect of our sites
- Delay in operation or transmission of our sites
- Computer virus or line failure

We are not liable even if we have been negligent or if our authorized representative has been advised of the possibility of such damages or both.

## ***Links***

Our web sites may contain links to other sites. Such a link should not be seen as an endorsement, approval or agreement with any information or resources offered at sites you can access through our sites. Please be aware that *Children's Ministries Institute* is not responsible for the privacy practices of such other sites. We encourage

our users to be aware of when they leave our site and to read the privacy statements of each and every Web site that collects personally identifiable information.

### ***Notification of Changes***

We reserve the right to change this privacy policy at any time. If we decide to change our privacy policy, we will post those changes on our privacy related Web pages so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.