

# Institute of Kings and Priests

Education Department (ED)

12201 West Burleigh St. Suite 14, Wauwatosa, WI 53222

ikpsed@yahoo.com • (414) 774-3333

## AT HOME STUDIES

### **Earn your Associates Degree at home, at your own pace.**

Earning your Degree at home with IKPS-ED is convenient, affordable, and in a year... accredited. Since there is no set class schedule, you study when and where it's convenient for you. You work at your own pace. There's no one to rush you or hold you back. And while you work independently, you're never alone. Expert instructors and support staff - dedicated to helping you complete your coursework – are just a phone call or an email away.

### **Program Outline**

Your program includes the learning materials and instructional support you need to earn your Associates Degree. All learning materials are provided at no additional cost and are yours to use and keep.

### **Courses**

Your complete Associates Degree program consists of a total of 60 credits. The courses take you step-by-step through the lessons you need to earn your degrees.

### **Here's how it works**

Your first course will be sent immediately after your enrollment has been accepted. Other courses will follow as you complete your exams, so that you will always have learning materials to work with.

### **Computer Specifications**

You will need access to a Microsoft® Windows®-based computer running Windows® XP or later and high-speed Internet in order to complete your program with IKPS-ED.

## **DEGREE PROGRAMS**

### **Our Training Method**

IKPS-ED is committed to the successful completion of your coursework and earning your Degree. The typical IKPS-ED student experience goes like this:

1. The Enrollment Process
2. Your Student ID Number
3. Begin Your Studies
4. Getting Help When You Need It
5. Taking Examinations
6. Graduation

### **STEP ONE - The Enrollment Process**

The IKPS-ED website offers a program overview, curriculum outline, tuition schedule and information on career services for graduates. When you are ready to enroll, simply print out and complete the student online application form. You can also request to receive an information package by mail with an enrollment form included.

Send the application, background form, a copy of your High School diploma or GED and your application fee to the following: **Attention Home School / Institute of Kings and Priests ED - 12201 West Burleigh St. Suite 14, Wauwatosa, WI 53222**

### **STEP TWO - Your Student ID Number**

As soon as your enrollment form is processed, you will receive your Student ID Number. Enrolling by mail, your Student ID Number will be included with your mailing label in the first package of learning materials. Use your Student ID Number to email any questions or need further understanding of the materials.

### **STEP THREE - Begin Your Studies**

Begin your studies immediately. You should begin your lessons as soon as possible, the sooner you start, the sooner you'll earn your Degree. Additional learning materials will be shipped directly to you at no charge.

**Textbooks:** A listing of the textbooks needed for some of the courses offered will be found within the material listings. You do not need new books, so do your research before purchasing them.

### **STEP FOUR - Getting Help When You Need It**

Your courses are designed so that you can study independently. However, if you have a question about anything in your program, just call. Faculty and instructional advisors are available to answer your questions from 8 a.m. to 7 p.m. Central time, Monday through Friday. On weekends and holidays, you can leave a message and your call will be answered the next business day. You can also contact your instructors by email or, if you prefer, by regular mail.

### **STEP FIVE - Taking Examinations**

At the end of each lesson, you take an exam. You can complete your exam online through our website. As soon as you pass your exam, you can go on to the next lesson. New course material will follow as you complete your exams, so that you will always have books and learning materials to continue moving forward.

Your examinations and projects will be graded on the following scale:

Lesson Grade (%)	Letter Equivalent	Rating
92-100	A	Excellent
81-91	B	Good
75-80	C	Average
70-74	D	Passing
Below 70	F	Failing

A cumulative GPA of 80% or above, and successful completion of 60 hours of courses is required to earn your Associates Degree.

### **FINAL STEP - Graduation**

Once you have successfully completed all requirements, you will receive your Diploma from IKPS-ED. If located close to the school, you are welcome to join the residence graduation. You can graduate in as little as one year.

## Associate's Degrees

- Theological Counseling
- Divinity

	Theological Foundation Counseling	Pastoral Divinity
THEO -113 Christian History	X	X
THEO -101 Spiritual Development I	X	X
THEO -102 Spiritual Development II	X	X
THEO -201 Homiletics -How to preach w/out notes		X
THEO -301 Church Planting	X	X
THEO -302 Small Group Ministries Practicum	X	X
THEO -303 Small Group (lab)		
THEO -304 Congregation Group Ministries		X
THEO -305 Spiritual Practices	X	X
THEO -311 Ministry Experience	X	X
PHI -111 Old Testament 1-2 Books	X	X
PHI -112 Old Testament 3-5 Books	X	X
PHI -113 New Testament 1-4 Books	X	X
PHI -301 New Testament - Lost Books	X	X
ENG -151 Communication Skills 1	X	X
SPEECH -201 Elements of Speech		X
COUN -174 Intro to Counseling	X	X
COUN -215 Marriage and Family Counseling	X	X
COUN -235 Counseling Skills	X	X
COUN -245 Prayer & Counseling	X	
COUN -275 Gender and Sexuality	X	
COUN -365 Addictions Counseling	X	
PSY -120 Essentials of Behavioral Science	X	
HUM -200 Global Perspectives	X	
HUM -203 Third Culture/International		X
<b>Graduation</b>	<b>60 hours</b>	<b>60 hours</b>

### *Certificate in Advanced Biblical Studies* -- 30-hour

It provides ten excellent courses to help advance you in Bible and Spiritual life. It is also an excellent combination of courses, which will greatly assist ministers and deacons alike.

#### **Studies:**

- THEO -113 Christian History
- THEO -101 Spiritual Development I
- THEO -102 Spiritual Development II

PHI -111 Old Testament 1-2 Books  
PHI -113 New Testament 1-4 Books  
PHI -112 Old Testament 3-5 Books

COUN -174 Intro to Counseling  
COUN -215 Marriage and Family Counseling  
COUN -245 Prayer & Counseling

THEO -201 Homiletics -How to preach w/out notes

**To be eligible for graduation, each student must have a cumulative GPA of 80%. It is the students responsibility to monitor this requirement.**

## **Studies Description:**

**THEO -101 Spiritual Development I - Class/Bible** **3 Credits**  
An examination of one's own faith journey (past, present, and future) and an exploration of strategies to mentor others in personal faith development in the contexts of family, communities of faith, and society at large.

**THEO -102 Spiritual Development II - Class/Bible** **3 Credits**  
An examination of one's own faith journey (past, present, and future) and an exploration of strategies to mentor others in personal faith development in the contexts of family, communities of faith, and society at large.

**THEO -113 Christian History - Bible/Research** **3 credits**  
A broad introduction to Christian history is often required of students early in their divinity studies. Students can expect this course to cover issues and events in Christianity from its beginnings through modern times. Courses looking at specific issues in the Christian timeline might be taken midway through a pastor student's studies.

**THEO -201 Homiletics (How to preach without notes)** **2 credits**  
Discussion and advanced individual research on topics dealing with significant issues in homiletics.

**THEO -301 Church Planting** **3 credits**  
Church Planting provides an introduction to the major start-up issues the planter faces. The objective is to provide a theological foundation and practical ministry skills that will enable the planter to start healthy, growing, reproducing churches. Four stages of church planting: preparation, conception, development, and birth stage are explored.

**THEO -302 Small Group Ministries Practicum** **4 credits**  
An examination of the biblical and theological foundations of small group ministry, along with an exploration of available literature and other group dynamics resources, in an attempt to discover the place of small groups in the local church in terms of evangelism, edification, and leadership development.

**THEO-303 Small Group Ministries Practicum (Lab)** **2 credits**

**THEO -304 Congregation Group Ministries Practicum** **4 credits**  
An individualized and practical component that provides hands-on experience in the congregational context for students wishing to increase their mastery of ministry training in the church.

**THEO -305 Spiritual Practices****4 credits**

A survey of the biblical foundations, qualifications, practices, and pitfalls of pastoral ministry in the context of the local church. Students will consider the importance of God's call to pastoral ministry and how to maintain health and balance in the pastorate. Instructors will seek to foster wisdom that will assist students in various pastoral roles and settings.

**THEO -311 Ministry Experience****4 credits**

This ministry experience course might involve spending time in a church or parish working with a worship community. Workshop: Sermon Report

**PHI -111 Old Testament - 1-2 books of the Bible****3 credits**

An introduction to the Old Testament with special reference to background, historical setting, literary composition, theology and message. After successfully completing this course, the student should be able to demonstrate a knowledge of background issues which introduce one to the study of various concepts of the Old Testament, the historical milieu of each Old Testament book studied, the purpose and general content of each Old Testament book studied, the use of the Old Testament in modern ministry, and the foundation the Old Testament provides for the New Testament.

**PHI -112 Old Testament - 3-5 books of the Bible****3 credits**

An introduction to the Old Testament with special reference to background, historical setting, literary composition, theology and message. After successfully completing this course, the student should be able to demonstrate a knowledge of background issues which introduce one to the study of various concepts of the Old Testament, the historical milieu of each Old Testament book studied, the purpose and general content of each Old Testament book studied, the use of the Old Testament in modern ministry, and the foundation the Old Testament provides for the New Testament.

**PHI -113 New Testament 1-4 books****3 credits**

This course introduces the New Testament with special reference to background, historical setting, literary composition, theology, and message. After successfully completing this course, the student should be able to demonstrate a knowledge of background issues which introduce one to the study of various concepts of the New Testament, the historical milieu of each New Testament book studied, the purpose and general content of each New Testament book studied, the relationship between the New and Old Testaments, and the use of the New Testament in modern ministry.

**PHI -114 New Testament - Lost Books****3 credits**

This course introduces the Lost Books of the Dead Sea Scrolls with special reference to background, historical setting, literary composition, theology, and message.

**ENG -151 Communication Skill 1****3 credits**

This course is designed to improve the student's speaking, writing and listening skills through practical reading, writing, listening and speaking assignments. Particular emphasis is placed on the writing of sentences, paragraphs and essays, as well as the construction and presentation of short speeches.

**SPEECH -201 Elements of Speech****3 credits**

The purpose of this course is the development of speaking skills. Stress is placed upon speech content, organization and delivery. Growth in poise and confidence is a major goal of this course.

**PSY -120 Essentials of Behavioral Science****3 credits**

This introductory course in Behavioral Sciences provides an opportunity to learn about the major behavioral science theories, concepts and its real life applications. This course will survey topics such as child development, parenting, gender differences, stress, self-care and abnormal behavior. Students will also be encouraged during this course to increase personal awareness of

how cognitive and emotional factors influence behavior in a variety of social contexts. Additionally, this course will examine styles of relating as it pertains to employment, dating, marriage and family life.

**HUM -200 Global Perspectives** **3 credits**

In this course, students engage divergent outlooks from around the world, grappling with cultural differences and presuppositions. Defining literary works, films and guest speakers from different continents set the stage for literary and cultural discussions. This course will also provide a framework for understanding God's heart for the nations, and will serve as the preparation for the Cross-Cultural Field Experience.

**HUM -203 Third Culture/International** **3 credits**

A course designed for bicultural individuals for whom the United States is a cross-cultural experience. Students explore some of the assumptions, values and beliefs that characterize the United States and compare those with other cultures.

**COUN -174 Introduction to Counseling** **3 credits**

An overview of basic counseling models, including psychoanalytic, behavioral, cognitive, and humanistic approaches. Emphasis on current issues of adjustment in society.

**COUN -215 Marriage and Family Counseling** **3 credits**

Through the lens of Scripture, this course will examine a broad theoretical and practical foundation for counseling couples and families. Students will explore how the counselor can implement knowledge and skills necessary to aid in the mending of marriages and the restoration of proper family functioning.

**COUN -235 Counseling Skills** **3 credits**

Professional skill development is the emphasis of this course. The student will learn about and practice implementing counseling skills. Strengths and weaknesses related to interpersonal competencies (e.g., openness, flexibility, cooperativeness, aware of impact on others) will be explored as well.

**COUN -245 Prayer & Counseling** **3 credits**

This course focuses on directing students to be taught and challenged to draw upon God's unending supply of wisdom and strength when serving as confidant to the anguish and impiety of others.

**COUN -275 Gender and Sexuality** **3 credits**

This course considers biological, psychological, cultural, societal and biblical considerations of gender and human sexuality. Emphasis will be placed on the development of an understanding and appreciation of the role of gender and sexuality throughout the various phases of the life cycle. Counseling issues germane to both gender and sexuality will also be explored.

**COUN -365 Addictions Counseling** **3 credits**

This course is designed to give the student a theoretical and practical understanding of addictive disorders. This course will also examine the addictive process and relevant treatment issues in working with addictive disorders.

## Tuition & Fees

Compared to other area colleges the low cost-per-credit at IKP-ED is a bargain, however, it's not about the school making money as it is you learning what God has for you.

<b>Application Fee</b>	\$50.00
<b>Tuition</b>	\$35.00 Per Class
<b>Books</b>	Research for the cheapest price
<b>Graduation Fee</b>	\$50.00

The tuition amounts listed above do not include the costs for books and miscellaneous fees for various courses.

## Payment Policies

- Application Fees is due when you register.
- When you submit your homework and test, also add the tuition for that class.
- When submitting the last class, also add in your graduation fee.
  - Check or money order

## Miscellaneous Fees

- For each official transcript of records the first copy is free
  - \$7.50 for each additional copy
- Books will be the responsibility of the students

## Affirmative Action and Equal Opportunity Commitment

IKP-ED commitment to equal opportunity in admissions, educational programs and employment policies assures that all individuals are included in the diversity that makes the college an exciting institution. IKP-ED does not discriminate against qualified individuals in employment or access to courses, programs, or extracurricular activities on the basis of race, color, national origin, ancestry, religion, creed, sex, sexual orientation, age, disability, pregnancy, marital status, parental status or other protected class status.

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**Home Studies - CANDIDATE APPLICATION 20\_\_**

*All original documents mailed (no electronic or copied forms)...  
except High School diploma or GED*

**PERSONAL**

NAME \_\_\_\_\_  
FIRST MIDDLE LAST

SOCIAL SECURITY # \_\_\_\_\_

OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN \_\_\_\_\_

Date and Place of Birth: \_\_\_\_\_

AGE: \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

PHONES: HOME \_\_\_\_\_ WORK \_\_\_\_\_

Cell \_\_\_\_\_

E-Mail: \_\_\_\_\_

EMERGENCY CONTACT NAME \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

**MARITAL AND FAMILY INFORMATION**

SINGLE     MARRIED     Other Committed Relationship

Will your marital status change before entrance?  YES  NO

FULL NAME OF SPOUSE/Partner \_\_\_\_\_  
FIRST MIDDLE LAST

CHILDREN \_\_\_\_\_  
NAME / Date of Birth / SEX

2. \_\_\_\_\_

3. \_\_\_\_\_

## ACADEMIC BACKGROUND

COLLEGE OR UNIVERSITY Major ATTENDANCE DATE OR EXPECTED \_\_\_\_\_

SEMINARY/GRADUATE/PROFESSIONAL SCHOOLS

Will you be requesting transfer credit?  YES  NO IF YES, attach the appropriate form.

ACADEMIC OR OTHER HONORS, extracurricular activities, publications

LANGUAGES OTHER THAN ENGLISH (LIST Language and level of proficiency) \_\_\_\_\_

HAVE YOU APPLIED (are you applying) FOR ADMISSION TO OTHER seminaries?  YES  NO

NAME OF SCHOOL \_\_\_\_\_ Status of Application \_\_\_\_\_

## CHURCH AFFILIATION

All Applicants:

Denomination \_\_\_\_\_ Diocese or

Jurisdiction \_\_\_\_\_

Parish/Congregation \_\_\_\_\_

Address \_\_\_\_\_

Confirmation or  
Baptism \_\_\_\_\_ Adult Affirmation \_\_\_\_\_  
DATE PLACE DATE PLACE

Previous Denominational  
AFFILIATION \_\_\_\_\_

Are you in a formal discernment process?  YES  NO

ARE YOU: ORDAINED?  YES \_\_\_\_\_  NO  
date

SEEKING ORDINATION?  YES  NO      A Nominee?  YES  NO      A Postulant?  YES  NO

Have you Consulted with your bishop or Denominational Authority about:  
Ordained ministry?  YES  NO

## REFERENCES

Please provide names, addresses, and telephone numbers

YOUR PARISH  
PRIEST/PASTOR \_\_\_\_\_

LAY MEMBER OF  
CONGREGATION \_\_\_\_\_

Academic or personal reference \_\_\_\_\_

YOUR BISHOP OR  
EQUIVALENT \_\_\_\_\_

## STATEMENT OF WAIVER

I understand that under the provisions of the Family Educational Rights and Privacy Act, as amended, as it applies to admissions files, I have the right to examine letters of reference or reference forms submitted on my behalf, unless I waive that right. I hereby waive that right in connection with this application. I further understand that signing this waiver is in no way a condition of my admission.

\_\_\_\_\_ date \_\_\_\_\_  
signature

.....  
I prefer not to sign the above waiver. \_\_\_\_\_ date \_\_\_\_\_

## CERTIFICATIONS

I certify that the information I have provided in this application and in related documents is true, complete, and understand that material omissions or inaccurate or misleading information could jeopardize my standing as a prospective student. I understand that all application materials become the property of Institute of Kings and Priests-ED.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

Name of Associate Degree or Certificate seeking: \_\_\_\_\_

**Divinity or Theological Counseling or Certificate in Advanced Bible Studies**

Next page also...

Name\_\_\_\_\_

Program applied for\_\_\_\_\_

SSN\_\_\_\_\_

DOB\_\_\_\_\_

The seminary and its students are in an important and delicate relationship. On the one hand, we share a concern for a student's privacy and the confidentiality of personal material. On the other hand, we are engaged in discernment and formation and concerned about our common life as a community of study and prayer, activities which necessitate honest and candid conversation about sensitive matters.

Screening and criminal records will not be kept with student records and will be kept confidential and in a securely locked file. Criminal history records will be destroyed after a student is no longer associated with the seminary.

### TO BE ANSWERED BY ALL APPLICANTS

In the last ten years, have you ever been convicted of any crimes or misdemeanors, including moving traffic violations? Has your driver's license ever been revoked or suspended? If yes, please explain in the space below.

Have you ever had a restraining order, injunction, order for protection or the like issued against you as a result of domestic or family violence, abuse, or the like? Have you ever had your parental rights restricted, suspended or terminated? If yes, please explain in the space below.

Have you ever been charged with any ethics violations, or sexual harassment? If so, what was the final resolution of these charges? Are any such actions pending against you? If yes, please explain in the space below.

### CERTIFICATIONS

I certify that the information I have provided on this form is true and complete and understand that material omissions or inaccurate or misleading information could jeopardize my standing as a prospective student. If an investigation is instituted for a criminal offense while I am a student at the seminary, I will promptly notify the President. I further warrant that no promise, statement, threat or agreement not expressed in this document has been made and that I fully understand this questionnaire and have read it carefully. I understand that all application materials become the property of Institute of Kings and Priests-ED.

Signature\_\_\_\_\_

date\_\_\_\_\_

Please mail this page, application, High School diploma or GED, and fee to the address above... thank you... Dr. Bagley, Sr.