

BOARD OF ASSESSORS

PROPERTY APPRAISAL OFFICE
ROOM 102, MUNICIPAL BUILDING
530 GREENE ST., AUGUSTA, GA. 30901
(706) 821-2310 – FAX (706) 821-2325
www.augustaga.gov


ALVENO ROSS
CHIEF APPRAISER

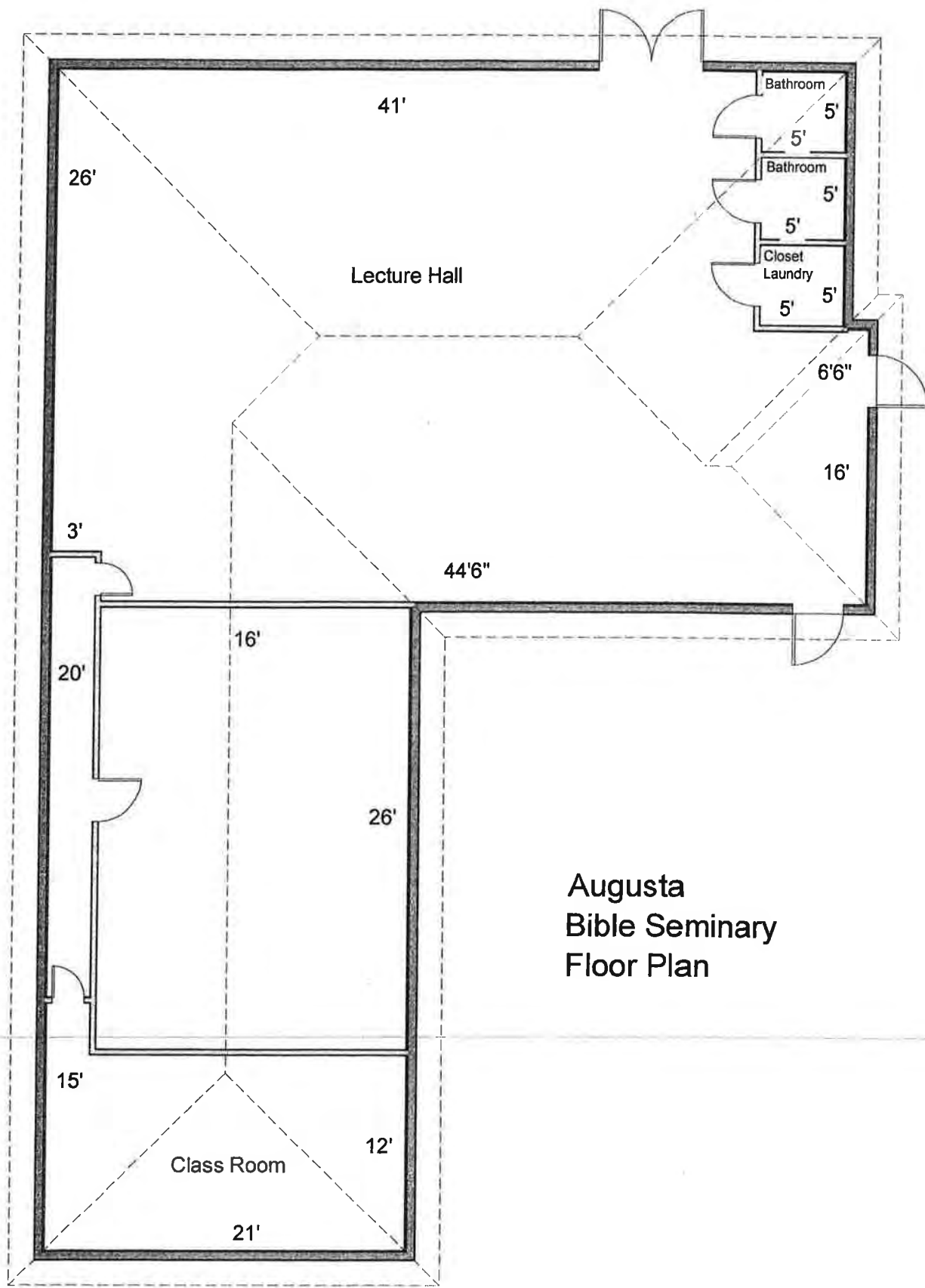
July 18, 2011

House of Prayer Christian Church
P.O. Box 1344
Hinesville, GA 31310

RE: Request for Exemption – 2011
128-0-009-01-0
2952 O Tobacco Rd.

The Richmond County Board of Assessors, in regular session July 11, 2011, approved an E-2 (religious) exemption on the above-captioned real property beginning with tax year 2011.


Neita Coleman
Secretary, Board of Assessors



**Augusta
Bible Seminary
Floor Plan**

LIVING AREA
2365 sq ft



Nonpublic Postsecondary Education Commission

2082 East Exchange Place, Suite 220

Tucker, Georgia 30084-5305

(770) 414-3300

Fax (770) 414-3309

January 10, 2012

Nathan Deal

Governor

William C. Crews

Executive Director

Mr. Gerard C. Robertson
President
House of Prayer Bible Seminary
2540 Airport Rd.
Hinesville, GA 31313

Dear Mr. Robertson:

This office has completed a review of your institution and its proposed programs including its purposes, organizational structure, and curriculum. The resulting determination is that the institution is eligible for and is hereby granted an exemption from the provisions of the Nonpublic Postsecondary Educational Institutions Act of 1990, Georgia Code 20-3-250. This determination is made in accordance with the statutory provision that exempts institutions whose sole purpose is to provide study in theology, divinity, religious education, and ministerial training.

Please be aware that by accepting this status your institution will receive no state recognition whatsoever as to approval, accreditation, or authorization to operate. Since your exempt status carries no official state recognition, no published statements indicating state or NPEC certification, approval, or any other form of recognition should be used. However, if a situation demands a comment as to your institution's status, you may state only the following:

"House of Prayer Bible Seminary has met the requirements for exemption from applicable Georgia law as a religious institution."

You will be expected to complete a form, which will be mailed to you annually, certifying that your institution continues to meet all of the requirements which made it eligible for religious exemption and to send this office a current copy of your catalog on a yearly basis.

Should you have questions or need further assistance, please contact Dr. Shelvey Holland, who has been assigned to be your Standards Administrator.

Sincerely,

Carl G. Camann, Ph.D.
Deputy Director

House of Prayer Bible Seminary
2540 Airport Rd.
Hinesville, GA 31313
(912) 876-6786 Office
(912) 368-3523 Fax



2/29/2012

•••
Reverend G. C. Robertson

Mr. Larry Edwards
Department of Veterans Services
Floyd Veterans Memorial Building (Suite E-970)
Atlanta, Georgia 30334-4800

Dear Mr. Edwards

In accordance with Title 38, US Code, and letter *F* of VSO Form 53-B, we do hereby affirm that House of Prayer Bible Seminary will not exceed the student:teacher ratio of 25:1.

Sincerely,

Rev. G. C. Robertson

Reverend G. C. Robertson
Director
House of Prayer Bible Seminary

CONFLICTING INTEREST CERTIFICATION FOR PROPRIETARY SCHOOLS ONLY

NAME AND ADDRESS OF INSTITUTION

House of Prayer Bible Seminary

PURPOSE: This form informs individuals that the law has restrictions concerning any potential conflict of interests. (See certifications (1) and (2) below). These certifications not only apply to chapters 31 and 36 of Title 38, U.S.C., but also apply to the following programs administered by the Department of Veterans Affairs (VA):

- MGIB** Montgomery GI Bill-Active Duty Educational Assistance Program
(Chapter 30 of Title 38, U.S. Code)
- VEAP** Veterans' Educational Assistance (Chapter 35 of Title 38, U.S. Code)
- DEA** Dependents' Educational Assistance (Chapter 35 of Title 38, U.S. Code)
- MGIB-SR** Montgomery GI Bill-Selected Reserve Educational Assistance Program
(Chapter 1606, formerly known as Chapter 106, of Title 10, U.S. Code)
- EAPP** Educational Assistance Pilot Program (Section 903 of Public Law 96-342)

(1) PROPRIETARY PROFIT SCHOOLS ONLY

The law prohibits employees of the Veterans Affairs (VA) and the State Approving Agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, gifts or services from private profit schools. These provisions may be waived if the VA determines that no detriment will result to the government or to veterans and eligible persons enrolled (38 U.S.C. 3683). Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	DESCRIPTION OF ASSOCIATION WITH SCHOOL
NONE	

(2) ALL PROPRIETARY SCHOOLS

38 CFR 21.4202(c) prohibits the approval of any veteran or eligible person in any proprietary school of which the veteran or trainee is an official authorized to sign certificates of enrollment or verification/certifications of attendance, an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners or officers of your school who receive VA education assistance based on enrollment in your school. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	VA FILE NUMBER	DATES OF ENROLLMENT WITH YOUR SCHOOL	
		FROM	TO
NONE			

I DO HEREBY CERTIFY that the entries above are true and correct to the best of my knowledge. I agree to immediately notify the VA of any potential violations of the above prohibitions.

SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OF SCHOOL	TITLE	DATE
<i>Gerard C. Robertson</i>	Director	2/29/12

**DEPARTMENT OF VETERANS AFFAIRS
STATEMENT OF ASSURANCE OF COMPLIANCE
WITH EQUAL OPPORTUNITY LAWS**

House of Prayer Bible Seminary _____ (hereinafter called the *Signatory*)
(Name of Organization, Institution, or Individual)

HEREBY AGREES THAT

it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory **HEREBY GIVES ASSURANCE** that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244 (1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720A, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620A, 641-643, 1008, 3402 (a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United State shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person whose signature appears below is authorized to sign this assurance.

2-29-12

(Date)

2540 Airport Road

Hinesville, GA 31313

(Mailing address)



(Signature of authorized official)

Registrar

(Title of authorized official)

7

Certificate of Occupancy

590

CITY OF FALTBOROUGH

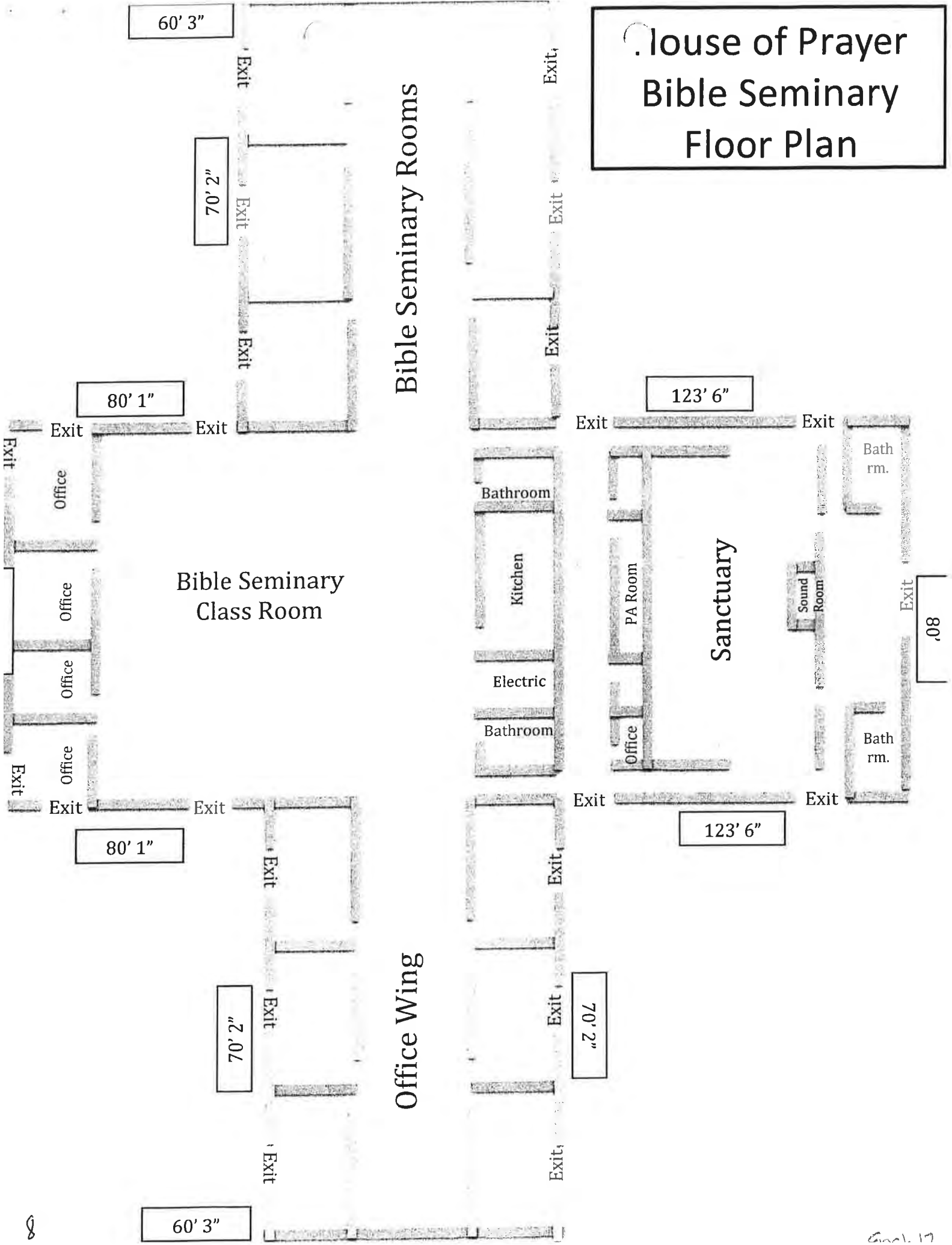
Department of Building Inspections

This Certificate issued pursuant to the requirements of Section 109 of the Standard Building Code certifying that at the time of issuance this structure was in compliance with the various ordinances of LIBERTY COUNTY regulating building construction or use.
For the following:

Use Classification CHURCH Bldg. Permit No. 16199
 Group A Type Construction VI Date Finaled APRIL 30, 2003
 Owner of Building ANTIQUH MISSION CHURCH Address 2540 AIRPORT ROAD
 Building Address 2540 AIRPORT ROAD Locality MINESVILLE, GEORGIA 31323
 By: Mary A. Herring Bldg. Official
 Date: APRIL 30, 2003

POST IN A CONSPICUOUS PLACE

House of Prayer Bible Seminary Floor Plan



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The Trustees of
House of Prayer Christian Churches
of America Inc.

On recommendation of the faculty of the

House of Prayer Bible Seminary

Have Confessed upon

Name of Recipient

In recognition of fulfillment of the requirements, the degree of

Certificate in Advanced Discipleship

With all the rights, privileges, and honors therein pertaining

In Hinesville, Georgia

Given on the

Signature

Official

Signature

Official



The Trustees of
**House of Prayer Christian Churches
of America Inc.**

On recommendation of the faculty of the

House of Prayer Bible Seminary

Have Confessed upon

Name of Recipient

In recognition of fulfillment of the requirements, the degree of

Associate Degree of Biblical Studies

With all the rights, privileges, and honors therein pertaining

In Hinesville, Georgia

Given on the _____

Signature

Official



The Trustees of
**House of Prayer Christian Churches
of America Inc.**

On recommendation of the faculty of the

House of Prayer Bible Seminary

Have Confessed upon

Name of Recipient

In recognition of fulfillment of the requirements, the degree of

Bachelor Degree of Advanced Biblical Studies

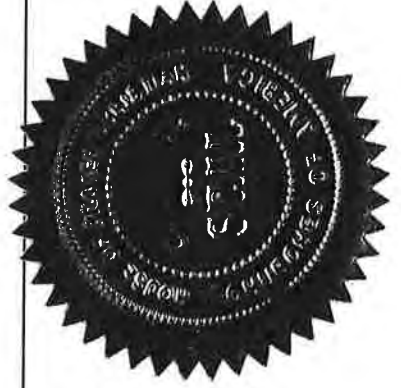
With all the rights, privileges, and honors therein pertaining

In Hinesville, Georgia

Given on the _____

Signature

Official



Signature

Official

GEORGIA DEPARTMENT OF VETERANS SERVICE
Office Location: Atlanta
Date: September 28, 2012

INTER-OFFICE MEMORANDUM:

REFERENCE: Other Visit

TO: Larry Edwards
State Supervisor
Education and Training

NAME: House of Prayer Bible Seminary
Address: 2540 Airport Road
Hinesville, Georgia 31313

FROM: Lily Snyder

SIGNATURE: Lily Snyder

At the direction of the State Supervisor, an approval visit was made at referenced facility on September 26, 2012. SAA had a walkthrough of the facility with Mr. Omar Garcia, Registrar. All areas are adequate and meet the requirements for site approval. The facility appears to be in compliance with approval criteria.

FINANCIAL STATEMENT

Financial Statement of December 2011 for Hose of Prayer Bible Seminary
 Date Name of School

ASSETS

Cash on Hand \$ _____
 Cash in Bank \$ 520,225
 Stocks, Bonds, etc. \$ _____
 Accounts Receivable \$ 9554
 Other \$ 243,641
 Materials, Supplies, etc. \$ 403,407
 Real Estate \$ 7,787,425

LIABILITIES

Accounts Payable \$ 10,258
 Unearned Tuition \$ _____
 All other Current Liabilities \$ _____
 Reserve for Taxes, Insurance, etc. \$ _____
 Due to Bank \$ 2,744,875
 Due to all other loans \$ _____

CAPITAL


Plant & Equipment (Cost less Depreciation) \$ _____
 All other Assets \$ 199,776
TOTAL: \$ 9,214,028

Capital Stock \$ _____
 Surplus \$ 6,458,895
TOTAL: \$ 9,214,028

SB \$9,164,028

\$9,214,028

Certificate of Accuracy

Prepared By:  Dennis Nostrant Controller / Secretary
 (Name) (Title)

House of Prayer Bible Seminary
2540 Airport Rd.
Hinesville, GA 31313
(912) 876-6786 Office
(912) 368-3523 Fax



2/29/2012

• • •

Reverend G. C. Robertson

Mr. Larry Edwards
Department of Veterans Services
Floyd Veterans Memorial Building (Suite E-970)
Atlanta, Georgia 30334-4800

Dear Mr. Edwards

In accordance with Title 38, US Code, and letter *F* of VSO Form 53-B, this is a list of graduates for the last two (2) years, ranging from 2009-2011:

YEAR

DEGREE

2009

Todd Retzlaff	Bachelors in Advanced Biblical Studies
Lucretia Retzlaff	Bachelors in Advanced Biblical Studies
Gabriel Rodriguez	Bachelors in Advanced Biblical Studies
Linda Rodriguez	Bachelors in Advanced Biblical Studies
John Rodriguez	Bachelors in Advanced Biblical Studies
John Smith-White	Bachelors in Advanced Biblical Studies
Athena Smith-White	Bachelors in Advanced Biblical Studies
Theodore Williams	Bachelors in Advanced Biblical Studies

2010

Alexandria Brown	Bachelors in Advanced Biblical Studies
Bruce Brown	Bachelors in Advanced Biblical Studies
Mario Brown	Bachelors in Advanced Biblical Studies
Natasha Brown	Bachelors in Advanced Biblical Studies
Evelyn Bulger	Bachelors in Advanced Biblical Studies
Johnny Bulger	Bachelors in Advanced Biblical Studies
Harold Chery	Bachelors in Advanced Biblical Studies
Marsha Chery	Bachelors in Advanced Biblical Studies

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02/29/12

House of Prayer Bible Seminary
2540 Airport Rd.
Hinesville, GA 31313
(912) 876-6786 Office
(912) 368-3523 Fax



Frederick Cooper
Kobina Cooper
Sarah Dinse

Bachelors in Advanced Biblical Studies
Bachelors in Advanced Biblical Studies
Bachelors in Advanced Biblical Studies

2011

Darnell Emanuel
Jody Emanuel
Sabrina John
Tammy Lawhon
Delcina Martens
Liz Martinez
Jessica Mendenhall
Katrice Miller
Leyla Molina
Ronald Molina
Obed Muñiz
Amy Nostrant
Mansey Reese
Matthew Reese
Jennifer Rodriguez
Tricia Subia
Gabriel Sullivan
Michelle Sullivan
John Vanterpool
Eduardo Vasquez
Marshel Webb
Janessa Wright

Bachelors in Advanced Biblical Studies
Bachelors in Advanced Biblical Studies
Bachelors in Advanced Biblical Studies
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Bachelors in Advanced Biblical Studies

Sincerely,

Rev. J. C. Robertson

Reverend G. C. Robertson
Director
House of Prayer Bible Seminary



**Department of Veterans Service
State Approving Agency
Floyd Veterans Memorial Building
Atlanta, Georgia 30334**

**PETER WHEELER
COMMISSIONER**

October 2, 2012

Ms. Angela K. Seelhammer
Acting Education Officer
Atlanta VA Regional Office
1700 Clairmont Road, NE
Decatur, Georgia 30033-4032

ATTENTION: Mr. Richard Middleton, ELR

RE: House of Prayer Bible Seminary
Hinesville, Georgia

Dear Ms. Seelhammer:

This is a new facility approval.

State approval is extended to referenced facility for the new programs and the following enclosures: VSO Form 70 (Encl. 1), VSO Form 70-5 (Encl. 2), the VA Form 22-8794 (Encl. 3), the 2012-2013 House of Prayer Bible Seminary Student Handbook (Encl. 4), the 2012-2013 House of Prayer Bible Seminary Volume VII, Number 1 Catalog with addendums (Encl. 5). The academic calendar for 2012-2013 is on page 6 of the catalog.

House of Prayer Bible Seminary is a proprietary non-accredited degree granting institution, that has been teaching programs since March 2, 2009. The institution's letter of exemption from the Georgia Non-Public Post Secondary Education Commission is at enclosure 6.

The institution agrees not to exceed a student:teacher ratio of 25:1 as established by the SAA (Encl. 7).

The SAA approval visit was conducted September 26, 2012 and the facility appears to be in compliance with all approval criteria (Encl. 8). The FTC was contacted and no adverse information was received.

House of Prayer Bible Seminary
Hinesville, Georgia
October 2, 2012
Page 2

The following documents are attached in support of this approval:

VA Form 22-1919 (Encl. 9)
VA Form 27-8206 (Encl. 10)
Certificate of Occupancy (Encl. 11)
Facility Layout (Encl. 12)
Sample Certificates (Encl. 13-15)
Financial Statement (Encl. 16)
List of Previous Graduates (Encl. 17)

Approval of the new program listed in paragraph VI of the attached VSO Form 70 is under Section 3676, Title 38, US Code effective the date indicated as first offered.

The facility meets the two-year rule requirement since they have been teaching the Certificate of Advance Discipleship program since March 2, 2009.

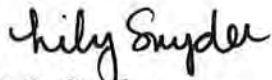
The facility has agreed to a pro-rata refund policy as stated in the addendum to the 2012-2013 House of Prayer Bible Seminary Volume VII, Number 1 Catalog.

The facility has agreed to maintain a positive attendance record that also reflects late arrivals and early departures for Non-College degree programs.

Approval under Section 3676, Title 38, US Code is effective March 2, 2011. Complete documentation required for this approval was received on September 26, 2012. This approval action is for two (2) IHL programs and one (1) NCD program.

House of Prayer Bible Seminary is not authorized to certify students to the Department of Veterans Affairs (DVA) based on this approval until written notice of acceptance is received from the DVA.

Sincerely,



Lily Snyder
Senior Coordinator
State Approving Agency

LS:ls

Enclosure: 17 as

cc: House of Prayer Bible Seminary
File

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**DEPARTMENT OF VETERANS SERVICE
STATE APPROVING AGENCY
Floyd Veterans Memorial Bldg., Suite E-970
Atlanta, Georgia 30334**

**APPLICATION FOR UPDATE OF APPROVAL FOR VA BENEFITS
UNDER SECTION 3675 & 3676, TITLE 38, US CODE**

I. NAME AND ADDRESS OF SCHOOL: House of Prayer Bible Seminary, 2450 Airport Road, Hinesville, GA, 31313

I A. EXTENSIONS
ARE CLASSES TAUGHT AT EXTENSIONS (LOCATIONS IN ADDITION TO ABOVE)? Yes No
ARE APPROVED EXTENSIONS AS SHOWN ON WEAMS (VA Form 22-1998) RECORD? Yes No

If NO provide an attachment which adds or deletes extensions.
 To add Extension(s): Provide extension Name & full address, 1st day of class, programs offered & description.
 To delete Extension(s): Provide extension Name & full address, Last day of class, & can students complete programs.

II. CURRENT CATALOG AND HANDBOOK IDENTIFIED BY YEAR(S) COVERED, VOLUME AND NUMBER: 2012 - 2013 Catalog - Volume VII, Number 1

(Provide two certified copies of catalogs, handbooks, etc., marked "I CERTIFY THIS COPY TO BE TRUE AND CORRECT AS TO CONTENT AND POLICY".)

III. NAME OF ACCREDITING AGENCY RECOGNIZED BY US DEPARTMENT OF EDUCATION:
None

IV. LEVEL OF ACCREDITATION: College, Ph.D. College, Masters College, Undergraduate
 Business School Vocational High School Other

V. APPROVAL/REAPPROVAL OF PROGRAMS: (DEGREE MAJORS, DIPLOMAS & CERTIFICATES)
ARE THERE CHANGES TO YOUR PREVIOUSLY APPROVED PROGRAMS? NO. YES.
IF YES, COMPLETE PARAGRAPH VI. FOR NEW PROGRAMS AND/OR PARAGRAPH VII FOR PROGRAMS NO LONGER OFFERED.

VI. NEW PROGRAM NAME(S)	DATE FIRST OFFERED	HOURS* THEORY/SHOP/TOTAL	DESCRIPTION CATALOG PAGE**
Certificate in Advance Discipleship	3-2-2009	18	24
Bachelor in Adv. Biblical Studies	3-2-2009	144	25-26
Associates in Biblical Studies	3-2-2009	72	27

*Complete CLOCK (contact) HOURS if your institution is a Non College Degree (NCD) institution.
 **Attach a program curriculum and course descriptions if not in the catalog.

VII. PROGRAMS NO LONGER OFFERED	DATE LAST OFFERED	CAN STUDENT COMPLETE
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

(over)

VSO FORM 70 (Revised 2-1-09) Previous editions may not be used.

VIII. REMEDIAL/DEVELOPMENTAL COURSES [NUMBER & NAME]

DESCRIPTION
CATALOG PAGE*

*Attach a course description if not in the catalog.

IX. PROGRAMS OFFERED JOINTLY WITH OTHER SCHOOLS. NONE LISTED BELOW:
NAME OF SCHOOL PROGRAM DESCRIPTION
CATALOG PAGE*

*Attach a program description if not in the catalog.

X. PRACTICAL TRAINING (i.e., internship, practicum, occupational based instruction (CFR 21.4265))

Check the appropriate response.

- Practical Training courses will not be certified to the VA.
- Practical Training courses are offered and will be certified to VA - VSO Form 70-1 is attached.

XI. INDEPENDENT (i.e., directed study (CFR 21.4267). ON-LINE / INTERNET BASED COURSES (i.e. Courses or Programs that are offered on-line. CFR 21.4267). Cannot be certified for non-college degree programs. Check the appropriate response(s).

- Independent Study courses will not be certified to the VA.
- This facility Offers On -Line courses or programs that will be certified to VA.
- Independent Study courses are offered and will be certified to VA - VSO Form 70-2 is attached.

XII. COOPERATIVE TRAINING (i.e., alternating phases of school and on-the-job training when school grants credit for on-the-job portion (CFR 21.4233(a)). Check the appropriate response.

- Cooperative Training will not be certified to the VA.
- Cooperative Training is offered and it will be certified to the VA - VSO Form 70-3 is attached.

XIII. OTHER CHANGES TO PREVIOUS APPROVAL:

YES NO EFFECTIVE
DATE Catalog page*

- (A) STANDARDS OF PROGRESS AND/OR GRADING SYSTEM _____
- (B) ADMISSION REQUIREMENTS: _____

*If change is not in catalog, attach an addendum to the current catalog.

THIS VSO FORM 70 IS NOT COMPLETE WITHOUT THE ATTACHMENT OF A VSO FORM 70-5, "STATEMENT OF SCHOOL OFFICIAL" AND APPROPRIATE VSO FORMS 70-1, 70-2, AND/OR 70-3 (see paragraphs X. through XII. above). Be sure to attach the "Catalog Approval Requirements" checklist.


Signature of Certifying Official

Omar A. Garcia Registrar
Name and Title of Certifying Official

Date 2/29/12

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DEPARTMENT OF VETERANS SERVICE
Floyd Veterans Memorial Building - Suite 970-East
Atlanta, Georgia 30334

STATEMENT OF SCHOOL OFFICIAL

I certify that I understand the provisions of the Law (Title 38 US Code) under which this approval is made for programs offered veterans and other eligible persons. I further certify that:

1. Standards of progress, conduct and attendance as shown in the school (catalog) (bulletin) are being enforced and that the VA will be promptly notified, normally within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

2. A catalog / bulletin will be given every veteran or eligible person enrolling. The publication for nonaccredited schools will include, as a minimum: a copy of program outline(s); schedule of tuition, fees and other charges; academic calendars; class schedules; and policies pertaining to enrollment, refunds, attendance, standards of progress, granting prior credit, and conduct. The publication will be distinguished by date and volume number and the officials and faculty will be identified therein. (VSO Form 66B-IB) The publication for accredited schools will include policies and standards outlined in VSO Form 66A-IB.

3. Advertisement used by the school will not state "VA Approved" or words to that effect. {can state: "Approved for VA education benefits"}

4. The school will not hold power of attorney for negotiating the checks of veterans & other eligible persons.

5. The school will immediately notify the State Approving Agency (SAA) so that the approval may be amended when any of the following is revised/changed: catalog, bulletin, handbook, approved programs, hours of operation, calendars, class schedules, break periods, student: teacher ratio, tuition and fees, or any item shown above as required in the schools catalog. Two certified copies of new catalogs/bulletins will be provided to the SAA within 30 days of publication with an approval update request (VSO Form 70).

6. The school will maintain a written record of the previous related education and training of veterans or eligible persons and will grant credit, when possible, with the training period at this school shortened proportionately. The VA will be notified of credit granted.

7. The school agrees to maintain a positive attendance record that also reflects late arrivals and early departures for students attending Non College Degree (NCD) programs and non-accredited degree programs.

8. The school will not certify students to the VA until their program has been approved by the State Approving Agency (SAA) and accepted by the U.S. Department of Veterans Affairs (DVA).

9. The school [] does does not want to participate in Advance Pay.

10. The school will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.


Signature of Certifying Official

2-29-12
Date

House of Prayer Bible Seminary
Name of Institution

Omar A. Garcia Registrar
Name and Title of Certifying Official

Address: 2540 Airport Road
Hinesville, GA 31313

Department of Veterans Affairs

DESIGNATION OF CERTIFYING OFFICIALS (S)

PRIVACY ACT INFORMATION: We'll use the information on this form to identify official for your school or job training establishment when reporting pursuit of training for veterans or other eligible persons. We cannot take any further action on your claim for recognition as the certifying official until we receive the completed form (38 U.S.C. 3684). Your responses are confidential (38 U.S.C. 5701). They may be given outside VA only if authorized under the Privacy Act, including the routine uses identified in the VA system of records, 55VA21/22/28, Compensation, Pension, Education and Rehabilitation Records - VA, published in the Federal Register.

RESPONDENT BURDEN: You don't have to complete this form and VA can't require you to respond unless the form's OMB control number, 2900-0262, is valid. The OMB Internet Home Page (www.whitehouse.gov/OMB/index.html) shows the OMB Control Numbers for approved VA forms. However, we can't take any further action on you being recognized as the certifying official for your school or job training establishment unless you send the information requested on this form. Payments to veterans and other eligible persons may be delayed or stopped without this information. We estimate you'll need about 10 minutes to review the instructions and complete this form. Call 1 888-GIBILL (1-888-442-4551) if you have comments regarding this 10 minute estimate or any other aspect of this collection of information.

PURPOSE: This form is used to provide the name and signatures of those individuals who are authorized to certify enrollment information to the Department of Veterans Affairs.

1. NAME AND ADDRESS OF SCHOOL OR TRAINING ESTABLISHMENT (Include Zip Code)

House of Prayer and Bible Seminary
2450 Airport Road
Hinesville, GA 31313

2. TELEPHONE NUMBER(S) OF CERTIFYING OFFICIAL(S) (Include Area Code)
912-290-0070



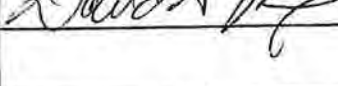
3. FAX NUMBER OF CERTIFYING OFFICIAL(S) (Include Area Code)
912-368-1553

4. E-MAIL ADDRESS OF CERTIFYING OFFICIAL(S)

ogseven7@gmail.com

5. THE FOLLOWING ARE DESIGNATED AS CERTIFYING OFFICIALS OF THIS SCHOOL OR TRAINING ESTABLISHMENT:

A. OFFICIALS DESIGNATED TO SIGN VA ENROLLMENT CERTIFICATIONS, CERTIFICATIONS OF CHANGE IN STUDENT STATUS, CERTIFICATIONS OF DELIVERY OF ADVANCE PAYMENTS, CERTIFICATIONS OF PURSUIT, ATTENDANCE, FLIGHT TRAINING, ON-THE-JOB OR APPRENTICESHIP TRAINING (AS APPLICABLE), OTHER CERTIFICATIONS OF ENROLLMENT ARE:

NO.	NAME	TITLE	SIGNATURE
(1)	Omar A. Garcia	Registrar	
(2)	Rafael Ramos	Administrative Assistant	
(3)	David A. Reip	Publication Officer	
(4)			

B. THE USE OF THE FOLLOWING FACSIMILE (e.g. rubber stamp) SIGNATURES FOR THE OFFICIALS LISTED IN ITEM 5A ABOVE ARE AUTHORIZED.

(1)	(2)
(3)	(4)

C. FOR POSTSECONDARY EDUCATIONAL INSTITUTIONS ONLY - OFFICIALS DESIGNATED TO SIGN THE SCHOOL PORTION OF VA FORM 22-1990T, APPLICATION AND ENROLLMENT CERTIFICATION FOR INDIVIDUALS TUTORIAL ASSISTANCE, ARE:

NO.	NAME	TITLE	SIGNATURE
(1)			
(2)			
(3)			

6. REMARKS

It is hereby certified that the Department of Veterans Affairs will be notified of any changes in the designation shown on this form as they occur.

7. SIGNATURE AND TITLE OF DESIGNATING OFFICIAL

8. DATE

 Registrar

2/29/12

PENALTY - The Law provides that whoever makes any statement of a material fact knowing it to be false shall be punished by fine or imprisonment or both.

Catalog Approval Requirements Checklist for GI Bill Approved Schools

Attach to approval updates provided to the SAA

School Name: **House of Prayer Bible Seminary**

Indicate the catalog page number associated with each of the following approval criteria.

<u>Catalog Approval Requirement</u>	<u>Page #</u>
1. Staff and Faculty	____ 27 ____
2. Credit for Prior Education and Training	____ 20 ____
3. Admissions Policy	____ 16-21 ____
4. Standards of Progress	____ 20-22 ____
5. Enrollment policy	____ 24-26 ____
6. Attendance policy	____ 17-18 + addendum 1 & 2 ____
7. Conduct policy	____ 22 ____
8. Refund policy	____ 40 + addendum 3 ____
9. CO-OP Participation Policy	____ N/A ____
10. Academic Calendar	____ 6 ____
11. Daily Schedule*	____ 27 ____
12. Tuition and Fees*	____ 38-40 ____
13. Facility description*	____ 14 ____

Any applicable item above not listed in the catalog should be attached as an addendum to the catalog.

Note: * Indicates catalog approval requirements that apply to Non-Accredited Schools and/or Non-College Degree Schools.

VETERANS ATTENDANCE POLICY

By authority of Title 38, United States Code 3676 ©(14), the State Approving Agency may set any additional reasonable criteria for approval of programs for veterans and other persons eligible for VA education benefits (wherever the word "veteran" is used, it is intended to include all persons receiving VA education benefits). The following Attendance Policy has been established to set minimum standards of attendance for students enrolled in non-college degree (NCD) programs and receiving VA education benefits, and

- ◆ Is considered reasonable additional criteria
- ◆ Will become a part of 3676 approvals (if institution's existing attendance policy is more restrictive, then that policy will be used),
- ◆ Will be listed as an addendum to the institution's catalog, bulletin, or handbook:

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

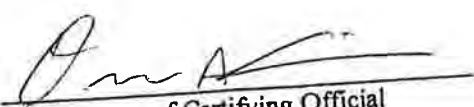
A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

Mitigating circumstances are issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:

- Serious illness of the veteran.
- Serious illness of death in the veteran's immediate family
- Emergency financial obligations or change of place of employment or work schedule which preclude pursuit of the program/course.
- Active duty military service, including active duty for training.

Institutions having a published "Leave of Absence Policy" should discontinue VA educational benefits (use VAF 22-1999b) while that student is on "official leave of absence."

23

Signature of Certifying Official

2-29-12
Date

ADDENDUM _____

ADDENDUM

Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

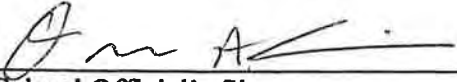
Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence.

Students exceeding 3 unexcused absences in a 1 Semester (identify time period) will be **terminated** from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

 2-29-12 Registrar
School Official's Signature Date Title

House of Prayer Bible Seminary
School

2540 Airport Road
Address

Hinesville, GA 31313
City, State, Zip Code

24

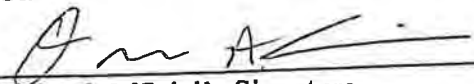
ADDENDUM

Refund Policy

For Department of Veterans Affairs, benefits recipients, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

 2-29-12 Registrar
School Official's Signature Date Title

House of Prayer Bible Seminary
School

2540 Airport Road
Address

Hinesville, GA 31313
City, State, Zip Code

25

FINANCIAL STATEMENT

Financial Statement of NOVEMBER 2013 for House of Prayer
Date Name of School

ASSETS

Cash on Hand \$ _____
 Cash in Bank \$ 120,255
 Stocks, Bonds, etc. \$ _____
 Accounts Receivable \$ 9,554
 Other \$ 293,641
 Materials, Supplies, etc. \$ 403,140
 Real Estate \$ 2,900,322

LIABILITIES

Accounts Payable \$ 10,258
 Unearned Tuition \$ _____
 All other Current Liabilities \$ _____
 Reserve for Taxes, Insurance, etc. \$ _____
 Due to Bank \$ 2,744,875
 Due to all other loans \$ _____

CAPITAL

Plant & Equipment (Cost less Depreciation) \$ _____
 All other Assets \$ 199,806
TOTAL: \$ 3,926,985

Capital Stock \$ _____
 Surplus \$ 1,171,852
TOTAL: \$ 3,926,985

Certificate of Accuracy

Prepared By: DENNIS MOSTRANT
(Name)

SECRETARY
(Title)

VSO Form 67 (Revised 10-28-99) Previous editions may not be used.

25A

Encl. 16

House of Prayer Bible Seminary
2952 Old Tobacco Rd
Hephzibah, Ga 30815
(855) 554-6727 Office * (912) 877-0311 Fax



3/20/2014

Reverend G.C. Robertson

Mr. Larry Edwards
Department of Veterans Services
Floyd Veterans Memorial Building (Suite E-970)
Atlanta, Georgia 30334-4800

Dear Mr. Edwards

In accordance with Title 38, US Code, and letter *F* of VSO Form 53-B, this is a list of graduates for the last two (2) years, ranging from 2011-2013:

<u>YEAR</u>	<u>DEGREE</u>
2011	
Perry Green	Associates in Biblical Studies
Natchra Green	Associates in Biblical Studies
Jesse Hertach	Bachelors in Advanced Biblical Studies
Christina Hertach	Associates in Biblical Studies
2012	
Lisha Walker	Associates in Biblical Studies
Shannon Walker	Associates in Biblical Studies
2013	
Terry Heard	Bachelors in Advanced Biblical Studies
Elana McGriff	Associates in Biblical Studies
Robin Wood	Associates in Biblical Studies

Sincerely,

Rev. G. C. Robertson

Reverend G. C. Robertson
Director

House of Prayer Bible Seminary

2952 Old Tobacco Rd

Hephzibah, Ga 30815

*(855) 554-6727 Office * (912) 877-0311 Fax*



3/20/2014

•••

Reverend G. C. Robertson

Mr. Larry Edwards

Department of Veterans Services

Floyd Veterans Memorial Building (Suite E-970)

Atlanta, Georgia 30334-4800

Dear Mr. Edwards

In accordance with Title 38, US Code, and letter *F* of VSO Form 53-B, we do hereby affirm that House of Prayer Bible Seminary will not exceed the student: teacher ratio of 25:1.

Sincerely,

Rev. G. C. Robertson

Reverend G. C. Robertson

Director

House of Prayer Bible Seminary

27
Encl. 7

GEORGIA DEPARTMENT OF VETERANS SERVICE

Office Location: Atlanta

Date: March 31, 2014

INTER-OFFICE MEMORANDUM: REFERENCE: Approval Visit

TO: Larry Edwards
State Supervisor
Education and Training

NAME: House of Prayer Bible Seminary
2952 Old Tobacco Rd
Hephzibah, Georgia 30815

FROM: Lily Snyder

SIGNATURE: Lily Snyder

At the direction of the State Supervisor, an approval visit was made at referenced facility on March 27, 2014. SAA had a walk through of the facility with Mr. Omar Garcia, Registrar. All areas are adequate and meet the requirements for site approval. The facility appears to be in compliance with approval criteria.

CONFLICTING INTERESTS CERTIFICATION FOR PROPRIETARY SCHOOLS ONLY

NAME AND ADDRESS OF INSTITUTION

House of Prayer Bible Seminary 2952 Old Tobacco Rd. Hephzibah, GA 30815

PURPOSE: This form informs individuals that the law has restrictions concerning any potential conflict of interests. (See certifications (1) and (2) below). These certifications not only apply to chapters 31 and 36 of Title 38, U.S.C., but also apply to the following programs administered by the Department of Veterans Affairs (VA):

- MGIB** Montgomery GI Bill-Active Duty Educational Assistance Program
(Chapter 30 of Title 38, U.S. Code)
- VEAP** Veterans' Educational Assistance Program (Chapter 32 of Title 38, U.S. Code)
- DEA** Dependents' Educational Assistance (Chapter 35 of Title 38, U.S. Code)
- MGIB-SR** Montgomery GI Bill-Selected Reserve Educational Assistance Program
(Chapter 1606, formerly known as Chapter 106, of Title 10, U.S. Code)
- EAPP** Educational Assistance Pilot Program (Section 903 of Public Law 96-342)

(1) PROPRIETARY PROFIT SCHOOLS ONLY

The law prohibits employees of VA and the State Approving Agency (SAA) from owning any interest in an educational institution operated for profit. In addition, the law prohibits these employees from receiving any wages, salary, dividends, gifts, or services from private profit schools. These provisions may be waived if VA determines that no detriment will result to the government, or to veterans or eligible persons enrolled (38 U.S.C. 3683). Please list below those VA and SAA employees known by you who may have a potential conflict of interest under this provision. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	DESCRIPTION OF ASSOCIATION WITH SCHOOL
NONE	

(2) ALL PROPRIETARY SCHOOLS

38 C. F. R. 21.4202(c) prohibits the approval of any veteran or eligible person in any proprietary school of which the veteran or trainee is an official authorized to sign certificates of enrollment or verifications/certifications of attendance, an owner or an officer. Please list below the names and VA file numbers (claim or Social Security Numbers) of any certifying officials, owners or officers of your school who receive VA educational assistance based on an enrollment in your school. If there are none, please enter the word "none."

NAME AND TITLE OF EMPLOYEE(S)	VA FILE NUMBER	DATES OF ENROLLMENT WITH YOUR SCHOOL	
		FROM	TO
NONE			

I DO HEREBY CERTIFY that the entries above are true and correct to the best of my knowledge. I agree to immediately notify VA of any potential violations of the above prohibitions.

SIGNATURE OF PRESIDENT OR CHIEF ADMINISTRATIVE OFFICIAL OR SCHOOL	TITLE	DATE
<i>Rev. H. C. Robertson</i>	Director	3-20-2014



STATEMENT OF ASSURANCE OF COMPLIANCE WITH EQUAL OPPORTUNITY LAWS

House of Prayer Bible Seminary (hereinafter called the "Signatory")
(Name of Organization, Institution, or Individual)

HEREBY AGREES THAT

it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, to be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the ED (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

The Signatory HEREBY GIVES ASSURANCE that it will promptly take measures to effect this agreement.

If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Signatory by VA or ED, this assurance shall obligate the Signatory, or in the case of transfer of such property, any transferee, for the period during which the real property or structure is used for the purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. In all cases, this assurance shall obligate the Signatory for the period during which the Federal financial assistance is extended to any of its programs by VA, ED or any other Federal agency.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining Federal financial assistance, including facilities furnished or payments made under sections 104 and 244(1) of Title 38, U.S.C. Also, sections 1713, 1720, 1720a, 1741-1743, 2408, 5902(a)(2), 8131-8137, 8151-8156 (formerly 613, 620, 620a, 641-643, 1008, 1008, 3402(a)(2), 5031-5037, 5051-5056 respectively) and 38 U.S.C. chapters 30, 31, 32, 35, 36, 82, and 10 U.S.C. chapter 106. Under the terms of an agreement between VA and ED, this assurance also includes Federal financial assistance given by ED through programs administered by that agency. Federal financial assistance is understood to include benefits paid directly to the Signatory and/or benefits paid to a beneficiary contingent upon the beneficiary's enrollment in a program or using services offered by the Signatory.

The Signatory agrees that Federal financial assistance or other benefits will be extended in reliance on the representations and agreements made in this assurance; that VA or ED will withhold financial assistance, facilities, or other benefits to assure compliance with the equal opportunity laws; and that the United States shall have the right to seek judicial enforcement of this assurance.

THIS ASSURANCE is binding on the Signatory, its successors, transferees, and assignees for the period during which assistance is provided. The Signatory assures that all contractors, subcontractors, subgrantees, or others with whom it arranges to provide services or benefits to its students or trainees in connection with the Signatory's programs or services are not discriminating against those students or trainees in violation of the above statutes.

The person whose signature appears below is authorized to sign this assurance.

3-20-2014 (Date)
2952 Old Tobacco Rd.
Hephzibah, GA 30815 (Mailing address)

Rev. H. C. Robertson (Signature of authorized official)
Director (Title of authorized official)



**Department of Veterans Service
State Approving Agency
Floyd Veterans Memorial Building
Atlanta, Georgia 30334**

PETER WHEELER
COMMISSIONER

April 1, 2014

Ms. Angela K. Seelhammer
Acting Education Officer
Atlanta VA Regional Office
1700 Clairmont Road, NE
Decatur, Georgia 30033-4032

ATTENTION: Mr. Reginald Wilkins, ELR

RE: House of Prayer Bible Seminary - Hephzibah
Hephzibah, Georgia

Dear Ms. Seelhammer:

This is a new facility approval.

State approval is extended to referenced facility for the new programs and the following enclosures: VSO Form 70 (Encl. 1), VSO Form 70-5 (Encl. 2), the VA Form 22-8794 (Encl. 3), the VSO Form 70-6 (Encl. 4), the 2014-2015 House of Prayer Bible Seminary Volume XI, Number 2 Catalog with addendum (Encl. 5). The academic calendar for 2014-2015 is on page 6 of the catalog.

House of Prayer Bible Seminary - Hephzibah is a proprietary non-profit non-accredited non-college degree granting institution. The facility meets the two-year rule requirement since they have been teaching since March 1, 2011. The institution's letter of exemption from the Georgia Non-Public Post Secondary Education Commission is at enclosure 6. The institution agrees not to exceed a student:teacher ratio of 25:1 as established by the SAA (Encl. 7). The facility has agreed to maintain a positive attendance record that also reflects late arrivals and early departures for non-college degree programs. The SAA approval visit was conducted March 27, 2014 and the facility appears to be in compliance with all approval criteria (Encl. 8).

House of Prayer Bible Seminary - Hephzibah
Hephzibah, Georgia
April 1, 2014
Page 2

The following documents are attached in support of this approval:

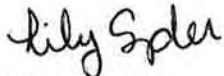
VA Form 22-1919 (Encl. 9)
VA Form 20-8206 (Encl. 10)
Certificate of Occupancy (Encl. 11)
Facility Layout (Encl. 12)
Sample Certificates (Encl. 13-15)
Financial Statement (Encl. 16)
List of Previous Graduates (Encl. 17)

Approval of the new programs listed in paragraph VI of the attached VSO Form 70 is under Section 3676, Title 38, US Code effective March 1, 2013.

Approval under Section 3676, Title 38, US Code is effective March 1, 2013. Complete documentation required for this approval was received on March 27, 2014. This approval action is for three (3) NCD programs.

House of Prayer Bible Seminary - Hephzibah is not authorized to certify students to the Department of Veterans Affairs (DVA) based on this approval until written notice of acceptance is received from the DVA.

Sincerely,



Lily Snyder
Senior Coordinator
State Approving Agency

LS:ls

Enclosure: 17 as

cc: House of Prayer Bible Seminary - Hephzibah
File

**DEPARTMENT OF VETERANS SERVICE
STATE APPROVING AGENCY
Floyd Veterans Memorial Bldg., Suite E-970
Atlanta, Georgia 30334**

**APPLICATION FOR UPDATE OF APPROVAL FOR VA BENEFITS
UNDER SECTION 3675 & 3676, TITLE 38, US CODE**

I. NAME AND ADDRESS OF SCHOOL: House of Prayer Bible Seminary 2952 Old Tobacco Rd.
Hephzibah, GA 30815

I A. EXTENSIONS

ARE CLASSES TAUGHT AT EXTENSIONS (LOCATIONS IN ADDITION TO ABOVE)? Yes No
ARE APPROVED EXTENSIONS AS SHOWN ON WEAMS (VA Form 22-1998) RECORD? YES NO
 If NO provide an attachment which adds or deletes extensions.
 To **add** Extension(s): Provide extension Name & full address, 1st day of class, programs offered & description.
 To **delete** Extension(s): Provide extension Name & full address, Last day of class, & can students complete programs.

II. CURRENT CATALOG AND HANDBOOK IDENTIFIED BY YEAR(S) COVERED, VOLUME AND NUMBER: 2014-2015 VOL. XI NUMBER 2
 (Provide two certified copies of catalogs, handbooks, etc., marked "I CERTIFY THIS COPY TO BE TRUE AND CORRECT AS TO CONTENT AND POLICY".)

III. NAME OF ACCREDITING AGENCY RECOGNIZED BY US DEPARTMENT OF EDUCATION: _____
N/A

IV. LEVEL OF ACCREDITATION: College, Ph.D. College, Masters College, Undergraduate
 Business School Vocational High School Other

V. APPROVAL/REAPPROVAL OF PROGRAMS: (DEGREE MAJORS, DIPLOMAS & CERTIFICATES)
ARE THERE CHANGES TO YOUR PREVIOUSLY APPROVED PROGRAMS? NO. YES.
IF YES, COMPLETE PARAGRAPH VI. FOR NEW PROGRAMS AND/OR PARAGRAPH VII FOR PROGRAMS NO LONGER OFFERED.

VI. NEW PROGRAM **DATE** **HOURS*** **DESCRIPTION**
NAME(S) **FIRST OFFERED** **THEORY/SHOP/TOTAL** **CATALOG PAGE****

VI. NEW PROGRAM NAME(S)	DATE FIRST OFFERED	HOURS* THEORY/SHOP/TOTAL	DESCRIPTION CATALOG PAGE**
BACHELOR DEGREE OF ADVANCED BIBLICAL STUDIES	3/1/11	3456 0	3,456 CLK HRS PG 25 - 27
ASSOCIATE DEGREE OF BIBLICAL STUDIES	3/1/11	1728 0	1,728 CLK HRS PG 28 - 29
CERTIFICATE IN ADVANCED DISCIPLESHIP	3/1/11	3024 0	3,024 CLK HRS PG 24 - 25

*Complete CLOCK (contact) HOURS if your institution is a Non College Degree (NCD) institution.
 **Attach a program curriculum and course descriptions if not in the catalog.

VII. PROGRAMS NO LONGER OFFERED **DATE LAST OFFERED** **CAN STUDENT COMPLETE**

<u>N/A</u>		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO
		<input type="checkbox"/> YES	<input type="checkbox"/> NO

33
VSO 70

Encl. 1

(over)

VSO FORM 70 (Revised 2-1-09) Previous editions may not be used.

VIII. REMEDIAL/DEVELOPMENTAL COURSES [NUMBER & NAME]

DESCRIPTION
CATALOG PAGE*

N/A	

*Attach a course description if not in the catalog.

IX. PROGRAMS OFFERED JOINTLY WITH OTHER SCHOOLS. NONE LISTED BELOW:

NAME OF
SCHOOL

PROGRAM DESCRIPTION
CATALOG PAGE*

N/A	

*Attach a program description if not in the catalog.

X. PRACTICAL TRAINING (i.e., internship, practicum, occupational based instruction (CFR 21.4265))

Check the appropriate response.

- Practical Training courses will not be certified to the VA.
- Practical Training courses are offered and will be certified to VA - VSO Form 70-1 is attached.

XI. INDEPENDENT (i.e., directed study (CFR 21.4267). ON-LINE / INTERNET BASED COURSES (i.e. Courses or Programs that are offered on-line. CFR 21.4267). Cannot be certified for non-college degree programs. Check the appropriate response(s).

- Independent Study courses will not be certified to the VA.
- This facility Offers On -Line courses or programs that will be certified to VA.
- Independent Study courses are offered and will be certified to VA - VSO Form 70-2 is attached.

XII.COOPERATIVE TRAINING (i.e., alternating phases of school and on-the-job training when school grants credit for on-the-job portion (CFR 21.4233(a)). Check the appropriate response.

- Cooperative Training will not be certified to the VA.
- Cooperative Training is offered and it will be certified to the VA - VSO Form 70-3 is attached.

XIII. OTHER CHANGES TO PREVIOUS APPROVAL:

YES NO EFFECTIVE
DATE Catalog page*

- (A) STANDARDS OF PROGRESS AND/OR GRADING SYSTEM YES NO _____
- (B) ADMISSION REQUIREMENTS: YES NO _____

*If change is not in catalog, attach an addendum to the current catalog.

THIS VSO FORM 70 IS NOT COMPLETE WITHOUT THE ATTACHMENT OF A VSO FORM 70-5, "STATEMENT OF SCHOOL OFFICIAL" AND APPROPRIATE VSO FORMS 70-1, 70-2, AND/OR 70-3 (see paragraphs X. through XII. above). Be sure to attach the "Catalog Approval Requirements" checklist.



Signature of Certifying Official

Omar A. Garcia
Name and Title of Certifying Official

3/20/2014

Date

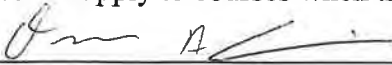
34

DEPARTMENT OF VETERANS SERVICES
Floyd Veterans Memorial Building - Suite 970-East
Atlanta, Georgia 30334

STATEMENT OF SCHOOL OFFICIAL

I certify that I understand the provisions of the Law (Title 38 US Code) under which this approval is made for programs offered veterans and other eligible persons. I further certify that:

1. **Standards** of progress, conduct and attendance as shown in the school (catalog) (bulletin) **are being enforced** and that the VA will be promptly notified, normally within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.
2. A **catalog / bulletin** will be given every veteran or eligible person enrolling. **The publication for nonaccredited schools** will include, as a minimum: a copy of program outline(s); schedule of tuition, fees and other charges; academic calendars; class schedules; and policies pertaining to enrollment, refunds, attendance, standards of progress, granting prior credit, and conduct. The publication will be distinguished by date and volume number and the officials and faculty will be identified therein. (VSO Form 66B-IB) **The publication for accredited schools** will include policies and standards outlined in VSO Form 66A-IB.
3. **Advertisement** used by the school will not state "VA Approved" or words to that effect. {can state: "Approved for VA education benefits"}
4. The school will not hold **power of attorney** for negotiating the **checks of veterans** & other eligible persons.
5. The school will **immediately notify** the State Approving Agency (SAA) so that the approval may be amended **when any of the following is revised/changed**: catalog, bulletin, handbook, approved programs, hours of operation, calendars, class schedules, break periods, student: teacher ratio, tuition and fees, or any item shown above as required in the schools catalog. Two certified copies of new catalogs/bulletins will be provided to the SAA within 30 days of publication with an approval update request (VSO Form 70).
6. The school will maintain a written record of the previous related education and training of veterans or eligible persons and will **grant credit, when possible**, with the training period at this school shortened proportionately. The VA will be notified of credit granted.
7. The school agrees to maintain a **positive attendance record** that also reflects late arrivals and early departures **for students attending Non College Degree (NCD) programs and non-accredited degree programs.**
8. The school will **not certify students** to the VA until their program has been **approved by the State Approving Agency (SAA) and accepted by the U.S. Department of Veterans Affairs (DVA).**
9. The school does does not want to participate in **Advance Pay.**
10. The school will not certify VA students in a course when the **ratio of VA to non-VA exceeds 85:15.** This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.



Signature of Certifying Official

3/20/2014
Date

House of Prayer Bible Seminary
Name of Institution

Omar A. Garcia Registrar

Name and Title of Certifying Official

Address: 2952 Old Tobacco Rd Hephzibah, GA
30815

35
2-70-5

Encl. 2

Catalog Approval Requirements Checklist for GI Bill Approved Schools

Attach to approval updates provided to the SAA

School Name: House of Prayer Bible Seminary

Indicate the catalog page number associated with each of the following approval criteria.

<u>Catalog Approval Requirement</u>	<u>Page #</u>
1. Staff and Faculty	29
2. Credit for Prior Education and Training	21
3. Admissions Policy	16
4. Standards of Progress	20-22
5. Enrollment policy	24-28
6. Attendance policy	17-18
7. Conduct policy	22
8. Refund policy	47
9. CO-OP Participation Policy	N/A
10. Academic Calendar	6
11. Daily Schedule*	25
12. Tuition and Fees*	45
13. Facility description*	50

Any applicable item above not listed in the catalog should be attached as an addendum to the catalog.

Note: * Indicates catalog approval requirements that apply to Non-Accredited Schools and/or Non-College Degree Schools.

36
VSO 70-6

End. 4

ADDENDUM

Veteran's Attendance Policy

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files.

Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1/3 absence.

Students exceeding 3 unexcused absences in a Semester (identify time period) will be **terminated** from their VA benefits for unsatisfactory attendance.

The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

This Addendum becomes a part of the Catalog for all intents and purposes.

CERTIFIED TRUE AND CORRECT IN CONTENT AND POLICY.

[Signature]
School Official's Signature

3/12/14
Date

Registrar
Title

House of Prayer Bible Seminary
School

2540 Airport Road
Address

Hinesville, GA 31313
City, State, Zip Code

Catalog ADDENDUM

The following addendum is applicable to the 2014 - 2015 Vol 2. Catalog and will be incorporated into subsequent catalogs

Refund Policy; Student Teacher Ratio:

For Department of Veterans Affairs, benefits recipients, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of \$10.00 for an enrollment or registration fee will also be pro-rated.

House of Prayer Bible Sem. agrees not to exceed a student: teacher ratio of 25:1 as established by the State Approving Agency (SAA).

AAK Registrar 3/20/14
Signature of School Official Title Date



Department of Veterans Service
State Approving Agency
Floyd Veterans Memorial Building
Atlanta, Georgia 30334
October 30, 2014

PETER WHEELER
COMMISSIONER

Ms. Angela K. Seelhammer
Education Officer
Atlanta VA Regional Office
1700 Clairmont Road, NE
Decatur, Georgia 30033-4032

ATTENTION: Mr. Reginald Wilkins, ELR

RE: House of Prayer Bible Seminary - Hephzibah
Hephzibah, Georgia

Dear Ms. Seelhammer:

State approval is extended to the referenced facility for the Addendum to 2014-2015 Catalog Volume XI, Number 2 (Encl. 1).

Approval of the catalog addendum is under Section 3676, Title 38 U.S. Code effective September 22, 2014. Complete documentation required for this approval was received October 24, 2014.

Sincerely,

Lily Snyder
Senior Coordinator
State Approving Agency

LS:ls

Enclosure: 1 as

cc: House of Prayer Bible Seminary
File

**House of Prayer Bible Seminary
Hephzibah, Georgia
Addendum to 2014-2015 Catalog Volume XI, Number 2**

Effective September 22, 2014

Mandatory fees (each semester)

Office Machines/ Publication Fee..... 75.00 Full Time
\$56.25 $\frac{3}{4}$ time
\$37.50 $\frac{1}{2}$ time
\$18.75 $\frac{1}{4}$ time

Administrative Fee..... \$75.00 Full Time
\$56.25 $\frac{3}{4}$ time
\$37.50 $\frac{1}{2}$ time
\$18.75 $\frac{1}{4}$ time

Student Services Fee..... \$75.00 Full Time
\$56.25 $\frac{3}{4}$ time
\$37.50 $\frac{1}{2}$ time
\$18.75 $\frac{1}{4}$ time

Registration Fee.....\$75.00 Full time
\$56.25 $\frac{3}{4}$ time
\$37.50 $\frac{1}{2}$ time
\$18.75 $\frac{1}{4}$ time

Ministerial Preparation Package Fee.....\$ 525.00 (One Time Fee)

This fee is used to offset the cost of our Ministerial Preparation Package. The package includes several helpful tools that are beneficial for future evangelical work. This fee but must be paid before student completes his/her program of study. Payment arrangements may be available for monthly installments upon student request. Student will receive package after fee is paid in full.



MIKE ROBY
COMMISSIONER

Department of Veterans Service

Floyd Veterans Memorial Building
2 Martin Luther King Jr. Drive SE, Suite E-970
Atlanta, GA 30334

TEL: 404-656-2300
FAX: 404-656-7006
veterans.georgia.gov

March 7, 2016

Ms. Angela K. Seelhammer
Education Officer
Atlanta VA Regional Office
1700 Clairmont Road, NE
Decatur, Georgia 30033-4032

ATTENTION: Mr. Tracey Gross, ELR

RE: House of Prayer Bible Seminary - Hephzibah
Hephzibah, Georgia

Dear Ms. Seelhammer:

State approval is extended to the referenced facility for the following programs:

<u>Program Name</u>	<u>Date First Offered</u>	<u>Theory/Shop/Total Hours</u>	<u>Description</u>
Certificate in Biblical Development	January 1, 2016	2,160 / 0 / 2,160	Encl. 1, pg. 24
Certificate in Advanced Biblical Development	January 1, 2016	2,160 / 0 / 2,160	Encl. 1, pg. 25
Certificate in Christian Principles	January 1, 2016	2,160 / 0 / 2,160	Encl. 1, pg. 27

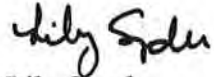
The curriculum and course definition for the programs are at enclosure 1.

Approval of the new programs is under Section 3676, Title 38 U.S. Code effective date first offered. Complete documentation required for this approval was received March 3, 2016. This approval is for three (3) NCD programs.

House of Prayer Bible Seminary - Hephzibah
March 7, 2016
Page 2

House of Prayer Bible Seminary - Hephzibah is not authorized to certify students to the DVA based on this approval until written notice of acceptance is received from the DVA.

Sincerely,



Lily Snyder
Senior Coordinator
State Approving Agency

LS:ls

Enclosure: 1 as

cc: House of Prayer Bible Seminary - Hephzibah
File

Certificate Programs

Certificate in Biblical Development

The Certificate in Biblical Development is a non-degree program intended to enable individuals access to a basic curriculum to develop a general knowledge of the Bible. This is a two year study program (90 Credit Hours / 2,160 Clock Hours); This program will provide academic opportunities for those who are seeking an overall knowledge in biblical studies.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

First Semester - February 25

Second Semester - June 24

Third Semester - October 21

Biblical Development (Certificate 90 Credit Hours / 2,160 Clock Hours)

Courses Offered	Credit Hours	Clock Hours
CD 640 The Bible in the Christian Life I	3	72
CD 645 The Bible in the Christian Life II	3	72
CD 650 Scripture in Practice I	3	72
CD 655 Scripture in Practice II	3	72
LAW 110 Genesis I	3	72
LAW 115 Genesis II	3	72
LAW 120 Exodus I	3	72
LAW 125 Exodus II	3	72
LAW 130 Leviticus I	3	72
LAW 135 Leviticus II	3	72
MP 425 Amos, Hosea, and Micah	3	72
MP 465 Isaiah I	3	72
MP 470 Isaiah II	3	72
MS 100 Crisis Response Ministry I	3	72
MS 105 Crisis Response Ministry II	3	72
NT 120 Matthew	3	72
NT 130 Mark	3	72
NT 205 Acts I	3	72
NT 210 Acts II	3	72
NT 225 Hebrews I	3	72
NT 230 Hebrews II	3	72
NT 235 Ministry to Children I	3	72
NT 240 Ministry to Children II	3	72

NT	245	The Church in Society I	3	72
NT	250	The Church in Society II	3	72
SF	825	Spiritual Life and Community I	3	72
SF	830	Spiritual Life and Community II	3	72
WIS	325	Psalms I	3	72
WIS	330	Psalms II	3	72
WIS	335	Psalms III	3	72
			90 Credit Hours	2,160 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)

(A typical daily schedule will have this format but not necessarily these classes)

Certificate in Advanced Biblical Development

The Certificate in Advanced Biblical Development is a non-degree program intended to enable individuals access to an advanced curriculum to develop a complete knowledge of the Bible. This is a two year study program (90 Credit Hours / 2,160 Clock Hours); This program will provide academic opportunities for those who are seeking a comprehensive knowledge in Biblical studies.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline
 First Semester - February 25 Second Semester - June 24 Third Semester - October 21

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Advance Biblical Development (Certificate 90 Credit Hours / 2,160 Clock Hours)

Courses Offered			Credit Hours	Clock Hours
LAW	100	The Pentateuch I	3	72
LET	330	1 Corinthians	3	72
LET	335	2 Corinthians	3	72
MP	430	Zephaniah, Nahum and Habakkuk	3	72
MP	475	Jeremiah I	3	72
MP	480	Jeremiah II	3	72
MS	80	Community Outreach I	3	72
MS	85	Community Outreach II	3	72
MS	90	Disaster Response Ministry I	3	72
MS	95	Disaster Response Ministry II	3	72
NT	140	Luke	3	72
NT	150	John	3	72
NT	215	Romans I	3	72
NT	220	Romans II	3	72
NT	255	Ministry to the Local Church I	3	72
NT	260	Ministry to the Local Church II	3	72
NT	265	The Ministry of Helps I	3	72
NT	270	The Ministry of Helps II	3	72
OT	140	Joshua I	3	72
OT	145	Joshua II	3	72
OT	150	Judges	3	72
OT	235	Ruth	3	72
SF	835	Spirituality and The Family I	3	72
SF	840	Spirituality and The Family II	3	72
SF	845	Spiritual Anthropology I	3	72
SF	850	Spiritual Anthropology II	3	72
WIS	340	Job I	3	72
WIS	345	Job II	3	72
WIS	350	Proverbs	3	72
WIS	355	Ecclesiastes and Song of Solomon	3	72
			90 Credit Hours	2,160 Clock Hours

Daily Schedule

Course Names	Days	Time	Break	Room
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)

(A typical daily schedule will have this format but not necessarily these classes)

Certificate in Christian Principles

The Certificate in Christian Principles is a non-degree program intended to enable individuals to realize the importances in biblical teachings and the administrations of those principles. This is a two year study program (90 Credit Hours/ 2,160 Clock Hours); This program will provide academic opportunities for those who are seeking a foundation in fundamental truths.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

First Semester - February 25

Second Semester - June 24

Third Semester - October 21

Christian Principles (Certificate 90 Credit Hours / 2,160 Clock Hours)

Courses Offered			Credit Hours	Clock Hours
BT	660	Bible Study Methods I	3	72
BT	665	Bible Study Methods II	3	72
BT	670	Customs of the Bible I	3	72
BT	675	Customs of the Bible II	3	72
BT	680	Biblical Word Studies I	3	72
BT	685	Biblical Word Studies II	3	72
CD	660	Christian Ethics I	3	72
CD	665	Christian Ethics II	3	72
CH	650	History of the Jewish People I	3	72
CH	655	History of the Jewish People II	3	72
LAW	105	The Pentateuch II	3	72
LET	340	Galatians	3	72
LET	345	Ephesians	3	72
LET	350	Philippians	3	72
LET	360	Colossians and Philemon	3	72
LET	365	1 Thessalonians	3	72
LET	370	2 Thessalonians	3	72
MP	420	Joel and Jonah	3	72
MP	435	Haggai and Zechariah	3	72
MP	440	Obadiah and Malachi	3	72
MP	485	Ezekiel I	3	72
MP	490	Ezekiel II	3	72
NT	275	The Church and Its Mission I	3	72
NT	280	The Church and Its Mission II	3	72
OT	160	1 and 2 Samuel	3	72

OT	170	1 and 2 Kings	3	72
OT	180	1 and 2 Chronicles	3	72
OT	185	Ezra	3	72
OT	190	Nehemiah	3	72
OT	195	Esther	3	72
			90 Credit Hours	2,160 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room (C)

(A typical daily schedule will have this format but not necessarily these classes)

Certificate in Advanced Discipleship

The Certificate in Advanced Discipleship is a non-degree program intended to enable individuals access to an advanced curriculum to strengthen their spiritual life and knowledge of the Bible. This is a three and a half year study program (126 Credit Hours/ 3,024 Clock Hours); This program will provide academic opportunities for those who are committed to significant continuing education in Biblical studies.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

First Semester - February 25 Second Semester - June 24 Third Semester - October 21

Advanced Discipleship (Certificate 126 Credit Hours / 3,024 Clock Hours)

Courses Offered	Credit Hours	Clock Hours
BT 650 Practical Theology III	3	72
CH 625 Church History III	3	72
CH 645 History of Revival	3	72
CS 100 N.M.I.T.B. I	3	72

**GEORGIA DEPARTMENT OF VETERANS SERVICE
STATE APPROVING AGENCY**

Floyd Veterans Memorial Bldg., Suite E-970
Atlanta, Georgia 30334

CATALOG APPROVAL OR RE-APPROVAL REQUIREMENT CHECKLIST

SCHOOL NAME:
CATALOG YEAR:

Indicate the catalog page number associated with each of the following approval criteria.

CATALOG APPROVAL REQUIREMENT:	PAGE #
Staff and Faculty	
Credit for Prior Education and Training	
Admissions Policy	
Standards of Progress	
Enrollment Policy	
Attendance Policy	
Conduct Policy	
Title 38 U.S. Code Section 3679(e) School Compliance	
CO-OP Participation Policy	
Academic Calendar	
Daily Schedule*	
Tuition and Fees*	
Refund Policy*	
Facility Description*	
*Indicates catalog approval requirements that apply to Non-Accredited Schools.	

Any applicable item above not listed in the catalog should be attached as an addendum to the catalog.

PROGRAM COUNT			
IHL	NCD	FLT	CORR

Signature of Certifying Official	
Name and Title of Certifying Official	Date

From: Snyder, Lily
Sent: Thursday, March 19, 2020 11:07 AM
To: Admin Office <eduofficial2013@live.com>
Subject: Catalog Update

In review of the catalog update you submitted for both locations, I still need a few things.

1. We now can only submit catalogs electronically to VA, please send me a PDF version of your catalog.
2. I also need the attached VSO Form 70-6 for both locations.
3. Also, I want to confirm that the following are still the correct SCOs, if not please submit an update VA Form 22-8794 (attached).

	Omar Garcia	Registrar	855 554-6727
1	eduofficial2013@live.com		APRVD Primary
	Cesar Vargas	Service Coordinator	855 554-6727
1	eduofficial2013cvargas@outlook.com		APRVD Secondary
	Marcus Labat	Controller	855 554-6727
1	eduofficial2013mlabat@outlook.com		APRVD Secondary

If you have any questions please let me know.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



Snyder, Lily

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Monday, April 06, 2020 4:26 PM
To: TRACEY.GROSS@va.gov
Cc: Snyder, Lily
Subject: RE: SCO FINAL FAQs - COVID-19

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Tracy,

This is Marcus Labat with House of Prayer Bible Seminary in Hinesville, GA. We shut down last week (March 30th) due to our local ordinance concerning COVID-19. As an NCD school without accreditation, I was under the impression that we cannot transition to online programs. Just to be sure, the last email you sent me says that we can transition to distance learning to finish this semester?

If that is the case I have two questions:

- 1.) Can we begin our training through a teleconference system? We already have this set up for meetings with staff and it would be the fastest thing to begin classes again (our classes are in lecture format only). We can still send out written assignments, but we need to be clear on what we can and cannot do as far as distance education.
- 2.) Online classes are not an option for our school. If we cannot continue training through the teleconference line, what is your guidance on finishing this semester/ dropping students, etc.

Thank you for your time, I understand you must be very busy.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Sent: Wednesday, April 1, 2020 3:18 PM
To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Subject: SCO FINAL FAQs - COVID-19

I HAVE ATTACHED COVID 19 SCO FAQs FOR IHLS & NCDS. PLEASE READ CAREFULLY AS MANY OF YOUR QUESTIONS ARE ANSWERED HERE. STAY SAFE!

The FAQs are posted to the GI Bill website as of noon today.

“SCO’s,

The Veteran Affairs Approvals, Compliance and Liaison Team is committed to helping our GI Bill beneficiaries and School Certifying Officials during this unprecedented COVID-19

49

period. Attached are some common questions and answers regarding enrollment certification guidance that should assist you in submitting enrollment periods that have been affected by COVID-19.

Note, we're following current VA policy for all enrollment requirements, unless identified in this attachment.

Please understand that this information could change depending on what comes through VA leadership in the future; therefore, please be on the lookout for new information as it will be displayed on the GI Bill website. <https://benefits.va.gov/gibill/covid19faqs.asp>

Thank you for your continued support of our Veterans, Servicemembers and Family members."

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Education Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | tracey.gross@va.gov
SCO Hotline: 855-225-1159
Students: 888-442-4551

Please do not send personal identifiable information (i.e. Name and SSN or Name and Date of Birth) via email. Please do not send attachments with personal identifiable information.

CONFIDENTIALITY NOTICE:

This communication, along with any attachments, may contain legally privileged and confidential information that is to be used only by the intended recipient. If you received this message in error, please destroy it and all attachments immediately without opening, reading, saving, or printing, and immediately notify the sender by a separate email message at the address above. This communication may not be forwarded, shared or sent to anyone other than intended recipient without the express written permission of the author. Thank you.



From: Marcus Labat [<mailto:eduofficial2013mlabat@outlook.com>]
Sent: Monday, April 06, 2020 4:26 PM
To: TRACEY.GROSS@va.gov
Cc: Snyder, Lily <saals@vs.state.ga.us>
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Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

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guidance that should assist you in submitting enrollment periods that have been affected by COVID-19.

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Thank you for your continued support of our Veterans, Servicemembers and Family members."

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Education Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | tracey.gross@va.gov
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Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



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Cc: Snyder, Lily <saals@vs.state.ga.us>
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Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Sent: Wednesday, April 1, 2020 3:18 PM

83

To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>

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Thank you for your continued support of our Veterans, Servicemembers and Family members.”

Tracey Gross | Education Liaison Representative-Georgia

U.S. Department of Veterans Affairs

Education Compliance & Liaison

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SCO Hotline: 855-225-1159

Students: 888-442-4551

Please do not send personal identifiable information (i.e. Name and SSN or Name and Date of Birth) via email. Please do not send attachments with personal identifiable information.

CONFIDENTIALITY NOTICE:

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Snyder, Lily

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Monday, April 06, 2020 4:38 PM
To: Snyder, Lily
Subject: update on our school closure

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lily,

This is Marcus from House of Prayer Bible Seminary. Omar told me you sent him an email earlier today, and I actually just cc'd you in an email I sent to the ELR, Mr. Gross. We had to shut down our school last week. The last day of classes was actually the 31st, (I believe on the earlier email I wrote the 30th, -I was not there that day). The first day we had no classes was April 1st, because that is when our local "shelter in place order" went into effect.

I do not yet have a date for when we will be able to reopen the school, it will really depend on the guidance I receive from yourself and Mr. Gross concerning distance learning. We can start next week if we are allowed to start distance learning as an unaccredited NCD school, but I need clarification from one or the both of you before I proceed.

I understand both you and Mr. Gross are very busy, and this is all new to all of us, thank you so much for reaching out to us.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary

65

Snyder, Lily

From: Snyder, Lily
Sent: Tuesday, April 07, 2020 9:00 AM
To: Marcus Labat
Subject: RE: SCO FINAL FAQs - COVID-19

You are correct that your school is not approved for online modality; however, due to COVID-19 an exception was granted. See the guidance from VA below:

Q2) NCD – S.3503 Enacted: What impact does the enactment of this Senate Bill have on Non-College Degree (NCD) schools?

Based on recently passed legislation (Senate Bill 3503, signed into law March 21, 2020), benefits may continue to be paid for a NCD which converts an approved residence training modality course to an online training modality for that course (distance learning) due to COVID-19, when the conversion is the only change. The law only authorizes this special authority from March 1, 2020, to December 21, 2020.

- Educational institutions which convert modalities as described above do not need to submit enrollment adjustments for any terms certified as resident training.
- Only converted courses – SCOs cannot certify resident credit hours to VA for online courses when there is no approval for a resident training counterpart.
- The new law applies equally to current and new students enrolled in the converted courses.

Terms Moving Forward:

NCD educational institutions which convert modalities as described above may submit certification of resident courses converted to online modality as resident courses if the start date of the term is prior to December 21, 2020.

- Use the Resident Credit Hour or Clock Hour portion of the VA-ONCE enrollment certification.
- Must enter Standard Remark "COVID-19 Residence Courses Taken Online" located within VA-ONCE

Note 1: If a NCD resumes normal operation of a resident course prior to December 21, 2020, the school must resume certification of the actual training modality (i.e., resident training or distance education), and may only continue to certify online classes if distance education has been approved by the State Approving Agency. The NCD should also cease utilization of the "COVID-19 Residence Courses Taken Online" remark.

Note 2: Normal reporting requirements for all other changes should be completed per SCO handbook. (change in start/end date, change in credit/clock hours, etc.)

Given that information if you guys decide to continue with training online, I'll need to know the start back date.

Thanks,

56

Snyder, Lily

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Tuesday, April 07, 2020 2:06 PM
To: Snyder, Lily
Subject: RE: SCO FINAL FAQS - COVID-19

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lily,

Thank you for the speedy response. I have read the new legislation, but it is still unclear if we can begin correspondence learning without using the internet.

I will give you another copy of the email I sent yesterday. I need your clarification by giving the answers to these two questions before we begin our transition to distance education:

- 1.) Can we begin our training through a teleconference system? We currently have an agreement with VAST Conferencing.com, which will allow us to teach and the students to call in to class Via telephone. Several of our students live in rural areas where there is no High speed internet access, which makes online classes impossible. We already have the teleconference line set up for meetings with staff and it would be the fastest thing to begin classes again (our classes are in lecture format only). We can still send out written assignments, but we need to be clear on what we can and cannot do as far as distance education.
- 2.) Because online classes are not an option for our school, if we cannot continue training through the teleconference line, what is your guidance on finishing this semester/ dropping students, etc.

Thank you for your time, I understand you must be very busy.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Tuesday, April 7, 2020 9:00 AM
To: Marcus Labat <eduofficial2013mlabat@outlook.com>
Subject: RE: SCO FINAL FAQS - COVID-19

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Q2) NCD – S.3503 Enacted: What impact does the enactment of this Senate Bill have on Non-College Degree (NCD) schools?

Based on recently passed legislation (Senate Bill 3503, signed into law March 21, 2020), benefits may continue to be paid for a NCD which converts an approved residence training

57

modality course to an online training modality for that course (distance learning) due to COVID-19, when the conversion is the only change. The law only authorizes this special authority from March 1, 2020, to December 21, 2020.

- Educational institutions which convert modalities as described above do not need to submit enrollment adjustments for any terms certified as resident training.
- Only converted courses – SCOs cannot certify resident credit hours to VA for online courses when there is no approval for a resident training counterpart.
- The new law applies equally to current and new students enrolled in the converted courses.

Terms Moving Forward:

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- Use the Resident Credit Hour or Clock Hour portion of the VA-ONCE enrollment certification.
- Must enter Standard Remark "COVID-19 Residence Courses Taken Online" located within VA-ONCE

Note 1: If a NCD resumes normal operation of a resident course prior to December 21, 2020, the school must resume certification of the actual training modality (i.e., resident training or distance education), and may only continue to certify online classes if distance education has been approved by the State Approving Agency. The NCD should also cease utilization of the "COVID-19 Residence Courses Taken Online" remark.

Note 2: Normal reporting requirements for all other changes should be completed per SCO handbook. (change in start/end date, change in credit/clock hours, etc.)

Given that information if you guys decide to continue with training online, I'll need to know the start back date.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



From: Marcus Labat [<mailto:eduofficial2013mlabat@outlook.com>]

Sent: Monday, April 06, 2020 4:26 PM

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To: TRACEY.GROSS@va.gov
Cc: Snyder, Lily <saals@vs.state.ga.us>
Subject: RE: SCO FINAL FAQs - COVID-19

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Tracy,

This is Marcus Labat with House of Prayer Bible Seminary in Hinesville, GA. We shut down last week (March 30th) due to our local ordinance concerning COVID-19. As an NCD school without accreditation, I was under the impression that we cannot transition to online programs. Just to be sure, the last email you sent me says that we can transition to distance learning to finish this semester?

If that is the case I have two questions:

- 1.) Can we begin our training through a teleconference system? We already have this set up for meetings with staff and it would be the fastest thing to begin classes again (our classes are in lecture format only). We can still send out written assignments, but we need to be clear on what we can and cannot do as far as distance education.
- 2.) Online classes are not an option for our school. If we cannot continue training through the teleconference line, what is your guidance on finishing this semester/ dropping students, etc.

Thank you for your time, I understand you must be very busy.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Sent: Wednesday, April 1, 2020 3:18 PM
To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Subject: SCO FINAL FAQs - COVID-19

I HAVE ATTACHED COVID 19 SCO FAQs FOR IHLS & NCDS. PLEASE READ CAREFULLY AS MANY OF YOUR QUESTIONS ARE ANSWERED HERE. STAY SAFE!

The FAQs are posted to the GI Bill website as of noon today.

“SCO’s,

The Veteran Affairs Approvals, Compliance and Liaison Team is committed to helping our GI Bill beneficiaries and School Certifying Officials during this unprecedented COVID-19 period. Attached are some common questions and answers regarding enrollment certification guidance that should assist you in submitting enrollment periods that have been affected by COVID-19.

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Note, we're following current VA policy for all enrollment requirements, unless identified in this attachment.

Please understand that this information could change depending on what comes through VA leadership in the future; therefore, please be on the lookout for new information as it will be displayed on the GI Bill website. <https://benefits.va.gov/gibill/covid19faqs.asp>

Thank you for your continued support of our Veterans, Servicemembers and Family members.”

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Education Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | tracey.gross@va.gov
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66

Snyder, Lily

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Tuesday, April 07, 2020 3:03 PM
To: Snyder, Lily
Subject: follow up concerning distance learning

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lily,

I checked the SCO handbook and this is what it says on page 59:

“Difference between Independent Study and Distance Learning (38 CFR 21.4252(g), 38 CFR 21.4267, 38 CFR 21.9505, and 20 U.S.C. 1003)

Distance Learning – training which uses one or more technologies to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, synchronously or asynchronously. For the purpose of distance learning technologies include:

- *Web- based learning*
- *One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;*
- *Audio conferencing*

NOTE: If a course only utilizes training through the technologies outlined above, the course must be certified as distance training.

Independent Study – education that is tailored to fit the interests of a specific student, which occurs outside the traditional “classroom/laboratory setting,” and is carried out under the direct supervision of a trainer. Independent Study can be offered via in-residence or distance learning. When to Certify Courses As “In-Residence” On VA Enrollment Certifications (38 U.S.C. 3313(c)(1)(B)(iii) and 38 U.S.C. 3313(g)(3)(A)(ii)(I)(bb)”

According to this my understanding, this means that we should be able to do audio conferencing instead of online classes and still be fine, is that correct?

Thanks again,

Marcus Labat
House of Prayer Bible Seminary



From: Marcus Labat [<mailto:eduofficial2013mlabat@outlook.com>]
Sent: Tuesday, April 07, 2020 2:06 PM
To: Snyder, Lily <saals@vs.state.ga.us>
Subject: RE: SCO FINAL FAQs - COVID-19

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lily,

Thank you for the speedy response. I have read the new legislation, but it is still unclear if we can begin correspondence learning without using the internet.

I will give you another copy of the email I sent yesterday. I need your clarification by giving the answers to these two questions before we begin our transition to distance education:

- 1.) Can we begin our training through a teleconference system? We currently have an agreement with VAST Conferencing.com, which will allow us to teach and the students to call in to class Via telephone. Several of our students live in rural areas where there is no High speed internet access, which makes online classes impossible. We already have the teleconference line set up for meetings with staff and it would be the fastest thing to begin classes again (our classes are in lecture format only). We can still send out written assignments, but we need to be clear on what we can and cannot do as far as distance education.
- 2.) Because online classes are not an option for our school, if we cannot continue training through the teleconference line, what is your guidance on finishing this semester/ dropping students, etc.

Thank you for your time, I understand you must be very busy.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Tuesday, April 7, 2020 9:00 AM
To: Marcus Labat <eduofficial2013mlabat@outlook.com>
Subject: RE: SCO FINAL FAQs - COVID-19

You are correct that your school is not approved for online modality; however, due to COVID-19 an exception was granted. See the guidance from VA below:

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Note 1: If a NCD resumes normal operation of a resident course prior to December 21, 2020, the school must resume certification of the actual training modality (i.e., resident training or distance education), and may only continue to certify online classes if distance education has been approved by the State Approving Agency. The NCD should also cease utilization of the "COVID-19 Residence Courses Taken Online" remark.

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Given that information if you guys decide to continue with training online, I'll need to know the start back date.

Thanks,

Lily Snyder | Senior Coordinator
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Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



63

Snyder, Lily

From: Snyder, Lily
Sent: Tuesday, April 07, 2020 3:23 PM
To: Marcus Labat
Subject: RE: SCO FINAL FAQs - COVID-19

Okay, I definitely misunderstood you guys' delivery system; however, I spoke with my Director and we are okay with you guys continuing on through telephone, mail, or whatever else you guys may utilize. I think the main thing will be to make sure you guys still take attendance through the phone, so maybe roll call at the beginning and end and notating that.

Let me know if you need any further clarification.

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Sent: Tuesday, April 07, 2020 2:06 PM
To: Snyder, Lily <saals@vs.state.ga.us>
Subject: RE: SCO FINAL FAQs - COVID-19

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GA

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Fac. Code 35015111

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Tuesday, April 7, 2020 9:00 AM
To: Marcus Labat <eduofficial2013mlabat@outlook.com>
Subject: RE: SCO FINAL FAQs - COVID-19

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Lily Snyder | Senior Coordinator
Department of Veterans Service
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Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



From: Marcus Labat [<mailto:eduofficial2013mlabat@outlook.com>]

Sent: Monday, April 06, 2020 4:26 PM

To: TRACEY.GROSS@va.gov

Cc: Snyder, Lily <saals@vs.state.ga.us>

Subject: RE: SCO FINAL FAQS - COVID-19

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Hello Tracy,

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Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Sent: Wednesday, April 1, 2020 3:18 PM
To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Subject: SCO FINAL FAQs - COVID-19

I HAVE ATTACHED COVID 19 SCO FAQs FOR IHLS & NCDS. PLEASE READ CAREFULLY AS MANY OF YOUR QUESTIONS ARE ANSWERED HERE. STAY SAFE!

The FAQs are posted to the GI Bill website as of noon today.

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Thank you for your continued support of our Veterans, Servicemembers and Family members.”

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Education Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | tracey.gross@va.gov
SCO Hotline: 855-225-1159
Students: 888-442-4551

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From: Admin Office
Sent: Wednesday, April 8, 2020 6:37 PM
To: 'Snyder, Lily' <saals@vs.state.ga.us>
Subject: RE: Catalog Update

Hello Lily,

In response to your request we have attached:

- 1.) A PDF version of our catalog
- 2.) The VSO form 70-6 for both locations

There are no changes to our SCO's, and the list you had as well as the contact information is up to date.

Thank you,

Omar Garcia
House of Prayer Bible Seminary

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Thursday, March 19, 2020 11:07 AM
To: Admin Office <eduofficial2013@live.com>
Subject: Catalog Update

In review of the catalog update you submitted for both locations, I still need a few things.

1. We now can only submit catalogs electronically to VA, please send me a PDF version of your catalog.
2. I also need the attached VSO Form 70-6 for both locations.
3. Also, I want to confirm that the following are still the correct SCOs, if not please submit an update VA Form 22-8794 (attached).

	Omar Garcia	Registrar	855 554-6727
1	eduofficial2013@live.com	APRVD Primary	
	Cesar Vargas	Service Coordinator	855 554-6727
1	eduofficial2013cvargas@outlook.com	APRVD Secondary	
	Marcus Labat	Controller	855 554-6727
1	eduofficial2013mlabat@outlook.com	APRVD Secondary	

If you have any questions please let me know.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>

GA

Snyder, Lily

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Wednesday, April 08, 2020 9:45 AM
To: Snyder, Lily
Subject: RE: SCO FINAL FAQs - COVID-19

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Praise the Lord!

Thank you Lily! The students will be so excited to hear that! They were all thinking they were going to repay the VA (for their BAH payments) and were not going to be able to finish this semester. You just made everyone's day.

We are going to implement this transition this week and will be ready to start classes as usual on Monday. Thank you again for all your help. We will keep you all in our prayers during the next few weeks.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Tuesday, April 7, 2020 3:23 PM
To: Marcus Labat <eduofficial2013mlabat@outlook.com>
Subject: RE: SCO FINAL FAQs - COVID-19

Okay, I definitely misunderstood you guys' delivery system; however, I spoke with my Director and we are okay with you guys continuing on through telephone, mail, or whatever else you guys may utilize. I think the main thing will be to make sure you guys still take attendance through the phone, so maybe roll call at the beginning and end and notating that.

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Thanks,

Lily Snyder | Senior Coordinator
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Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>

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Snyder, Lily

From: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Sent: Monday, April 20, 2020 7:08 AM
To: Marcus Labat
Cc: Snyder, Lily
Subject: RE: SCO FINAL FAQs - COVID-19

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please refer to and review the COVID-19 FAQs published at <https://benefits.va.gov/gibill/covid19faqs.asp> as many questions are answered here about NCD facilities, thanks.

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Education Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | tracey.gross@va.gov
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From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Monday, April 6, 2020 4:26 PM
To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Cc: Snyder, Lily <saals@vs.state.ga.us>
Subject: [EXTERNAL] RE: SCO FINAL FAQs - COVID-19

Hello Tracy,

This is Marcus Labat with House of Prayer Bible Seminary in Hinesville, GA. We shut down last week (March 30th) due to our local ordinance concerning COVID-19. As an NCD school without accreditation, I was under the impression that we cannot transition to online programs. Just to be sure, the last email you sent me says that we can transition to distance learning to finish this semester?

If that is the case I have two questions:

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- 1.) Can we begin our training through a teleconference system? We already have this set up for meetings with staff and it would be the fastest thing to begin classes again (our classes are in lecture format only). We can still send out written assignments, but we need to be clear on what we can and cannot do as far as distance education.
- 2.) Online classes are not an option for our school. If we cannot continue training through the teleconference line, what is your guidance on finishing this semester/ dropping students, etc.

Thank you for your time, I understand you must be very busy.

Sincerely,

Marcus Labat
House of Prayer Bible Seminary
Fac. Code 35015111

From: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Sent: Wednesday, April 1, 2020 3:18 PM
To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Subject: SCO FINAL FAQS - COVID-19

I HAVE ATTACHED COVID 19 SCO FAQS FOR IHLS & NCDS. PLEASE READ CAREFULLY AS MANY OF YOUR QUESTIONS ARE ANSWERED HERE. STAY SAFE!

The FAQs are posted to the GI Bill website as of noon today.

“SCO’s,

The Veteran Affairs Approvals, Compliance and Liaison Team is committed to helping our GI Bill beneficiaries and School Certifying Officials during this unprecedented COVID-19 period. Attached are some common questions and answers regarding enrollment certification guidance that should assist you in submitting enrollment periods that have been affected by COVID-19.

Note, we’re following current VA policy for all enrollment requirements, unless identified in this attachment.

Please understand that this information could change depending on what comes through VA leadership in the future; therefore, please be on the lookout for new information as it will be displayed on the GI Bill website. <https://benefits.va.gov/gibill/covid19faqs.asp>

Thank you for your continued support of our Veterans, Servicemembers and Family members.”

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Education Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | tracey.gross@va.gov
SCO Hotline: 855-225-1159
Students: 888-442-4551

Please do not send personal identifiable information (i.e. Name and SSN or Name and Date of Birth) via email. Please do not send attachments with personal identifiable information.

CONFIDENTIALITY NOTICE:

This communication, along with any attachments, may contain legally privileged and confidential information that is to be used only by the intended recipient. If you received this message in error, please destroy it and all attachments immediately without opening, reading, saving, or printing, and immediately notify the sender by a separate email message at the address above. This communication may not be forwarded, shared or sent to anyone other than intended recipient without the express written permission of the author. Thank you.

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Snyder, Lily

From: Snyder, Lily
Sent: Tuesday, July 14, 2020 8:07 AM
To: Marcus Labat
Subject: FW: Catalog Update
Attachments: VSO Form 70-6.doc; VBA-22-8794-ARE (3-7-19).pdf

I just heard from VA about updating you guys' catalog. I sent the email below back in March, but haven't received any response. Can you please provide the requested information as soon as possible.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.374.9370 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



From: Snyder, Lily
Sent: Thursday, March 19, 2020 11:07 AM
To: Admin Office <eduofficial2013@live.com>
Subject: Catalog Update

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1. We now can only submit catalogs electronically to VA, please send me a PDF version of your catalog.
2. I also need the attached VSO Form 70-6 for both locations.
3. Also, I want to confirm that the following are still the correct SCOs, if not please submit an update VA Form 22-8794 (attached).

	Omar Garcia	Registrar	855 554-6727
1	eduofficial2013@live.com	APRVD Primary	
	Cesar Vargas	Service Coordinator	855 554-6727
1	eduofficial2013cvargas@outlook.com	APRVD Secondary	
	Marcus Labat	Controller	855 554-6727
1	eduofficial2013mlabat@outlook.com	APRVD Secondary	

If you have any questions please let me know.

25

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
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Tel: 404.656.2306 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



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If you have any questions please let me know.

Thanks,

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<https://veterans.georgia.gov/>



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Snyder, Lily

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Tuesday, July 14, 2020 10:55 AM
To: Snyder, Lily
Subject: RE: Catalog Update

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lily,

Sorry about the confusion. Omar responded to your email on April 9th, I'm not quite sure why you did not receive it. He is going to forward it to you again right now. If you do not receive it by close of business today please reach out to us.

I copied the email, it follows:

From: Admin Office
Sent: Wednesday, April 8, 2020 6:37 PM
To: 'Snyder, Lily' <saals@vs.state.ga.us>
Subject: RE: Catalog Update

Hello Lily,

In response to your request we have attached:

- 1.) A PDF version of our catalog
- 2.) The VSO form 70-6 for both locations

There are no changes to our SCO's, and the list you had as well as the contact information is up to date.

Thank you,

Omar Garcia
House of Prayer Bible Seminary

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Thursday, March 19, 2020 11:07 AM
To: Admin Office <eduofficial2013@live.com>
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	Marcus Labat	Controller	855 554-6727
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If you have any questions please let me know.

Thanks,

Lily Snyder | Senior Coordinator
 Department of Veterans Service
Georgia State Approving Agency
 Floyd Veterans Memorial Building
 2 Martin Luther King, Jr. Drive, SE
 Suite E -970
 Atlanta, Georgia 30334-4800
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<https://veterans.georgia.gov/>



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Snyder, Lily

From: Snyder, Lily
Sent: Wednesday, July 15, 2020 11:15 AM
To: Marcus Labat
Subject: RE: Catalog Update

Okay, so I haven't received an email with the attachments from eduofficial2013@live.com address nor yours. I gave it 24 hours because sometimes messages will be 'quarantined' for that long before I get notice. However, nothing is in my inbox, clutter, junk, or quarantine. If you could try sending me the attachments through the below drop box we created for remote compliance surveys I would appreciate it.

<https://veterans.georgia.gov/services/education-training/saa-compliance-audit-document-submissions>

Sorry for all the issues, I normally receive emails with attachments all the time without issue.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
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Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.374.9370 | Fax: 404.657.6276
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From: Marcus Labat [mailto:eduofficial2013mlabat@outlook.com]
Sent: Tuesday, July 14, 2020 10:55 AM
To: Snyder, Lily <saals@vs.state.ga.us>
Subject: RE: Catalog Update

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I copied the email, it follows:

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Snyder, Lily

From: Snyder, Lily
Sent: Friday, July 17, 2020 11:01 AM
To: Marcus Labat
Subject: RE: Catalog Update

So, this is the last email I have received from you guys and I haven't received anything else from you guys. I have our IT looking into it, but if you have sent me things could you give me a call when you get a chance so I know what is being sent on you guys' end.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
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Atlanta, Georgia 30334-4800
Tel: 404.374.9370 | Fax: 404.657.6276
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Sent: Tuesday, July 14, 2020 10:55 AM
To: Snyder, Lily <saals@vs.state.ga.us>
Subject: RE: Catalog Update

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Subject: RE: Catalog Update

82

Hello Lily,

In response to your request we have attached:

- 1.) A PDF version of our catalog
- 2.) The VSO form 70-6 for both locations

There are no changes to our SCO's, and the list you had as well as the contact information is up to date.

Thank you,

Omar Garcia
House of Prayer Bible Seminary

From: Snyder, Lily <saals@vs.state.ga.us>
Sent: Thursday, March 19, 2020 11:07 AM
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If you have any questions please let me know.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
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Subject: FW: Catalog Update

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If you have any questions please let me know.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service

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<https://veterans.georgia.gov/>



Snyder, Lily

From: SNYDER, LILY <LILY.SNYDER@va.gov>
Sent: Wednesday, July 22, 2020 1:51 PM
To: 'Marcus Labat'; 'eduofficial2013@live.com'
Subject: Catalog Policies

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

After review of the catalog, I have a few concerns.

Your credit for previous training is a little too vague.

Instead of: Every effort will be made to accept credit earned at another institution that will help the student complete their degree goal through the Seminary faster.

I'd like if it was more to the effect: H.O.P.B.S will evaluate all previous education and training and will grant credit for any qualifying education and training.

Also you have to have a pro rata refund policy for at least VA GI Bill beneficiaries.

§ 21.4254 Nonaccredited courses.

(c) Approval criteria. The appropriate State approving agency may approve the application of such school when the school and its nonaccredited courses are found upon investigation to have met the following criteria:

(4) The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

(13) The school either: (i) Has and maintains a policy for the pro rata refund of the unused portion of tuition, fees and charges if the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion,

This can be done as an addendum to the current catalog with the expectation that they would then be published in the next catalog.

If you have any questions just let me know.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.374.9370 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



MIKE ROBY
COMMISSIONER

Department of Veterans Service

Floyd Veterans Memorial Building
2 Martin Luther King Jr. Drive SE, Suite E-970
Atlanta, GA 30334

TEL: 404-656-2300
FAX: 404-656-7006
veterans.georgia.gov

July 24, 2020

Ms. Pam Stephens
Education Officer
Department of Veterans Affairs
Muskogee Regional Processing Office
P.O. Box 8888
Muskogee, OK 74402-8888

ATTENTION: Mr. Tracey Gross, ELR
Atlanta VA Regional Office, 1700 Clairmont Road, NE, Decatur, Georgia 30033-4032

RE: House of Prayer Bible Seminary-Hephzibah
2952 Old Tobacco Road
Hephzibah, Georgia 30815
FC: 35015411

Dear Ms. Stephens:

State approval is extended to referenced facility for the previously approved programs and the following enclosures: VSO Form 70 (Encl. 1), VSO Form 70-5 (Encl. 2), VSO Form 70-6 (Encl. 3), and the 2020-2022 Catalog Volume XVI, Number 1 with addendum (Encl. 4). The VA Form 22-8794 dated April 4, 2017 remains current. The academic calendar for 2020-2022 is on pages 7 thru 8 of the catalog.

Approval under Section 3676, Title 38, US Code is effective February 3, 2020. Complete documentation required for this update was received on July 23, 2020. This approval is for (6) NCD programs.

Sincerely,

Lily Snyder
Senior Coordinator
State Approving Agency

LS:ls

Enclosure: 4 as

cc: House of Prayer Bible Seminary-Hephzibah
File

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**DEPARTMENT OF VETERANS SERVICE
STATE APPROVING AGENCY
Floyd Veterans Memorial Bldg., Suite E-970
Atlanta, Georgia 30334**

**APPLICATION FOR UPDATE OF APPROVAL FOR VA BENEFITS
UNDER SECTION 3675 & 3676, TITLE 38, US CODE**

I. NAME AND ADDRESS OF SCHOOL: House of Prayer Bible Seminary - Hephzibah 2952
Old Tobacco Road Hephzibah G.A. 30815

I A. EXTENSIONS

ARE CLASSES TAUGHT AT EXTENSIONS (LOCATIONS IN ADDITION TO ABOVE)? Yes No
 ARE APPROVED EXTENSIONS AS SHOWN ON WEAMS (VA Form 22-1998) RECORD? YES NO
 If NO provide an attachment which adds or deletes extensions.
 To add Extension(s) : Provide extension Name & full address, 1st day of class, programs offered & description.
 To delete Extension(s): Provide extension Name & full address, Last day of class, & can students complete programs.

II. CURRENT CATALOG AND HANDBOOK IDENTIFIED BY YEAR(S) COVERED, VOLUME AND NUMBER: 2020-2022 VOL. XVI NUMBER 1

(Provide two certified copies of catalogs, handbooks, etc., marked "I CERTIFY THIS COPY TO BE TRUE AND CORRECT AS TO CONTENT AND POLICY".)

III. NAME OF ACCREDITING AGENCY RECOGNIZED BY US DEPARTMENT OF EDUCATION: _____
N/A

IV. LEVEL OF ACCREDITATION: College, Ph.D. College, Masters College, Undergraduate
 Business School Vocational High School Other

V. APPROVAL/REAPPROVAL OF PROGRAMS: (DEGREE MAJORS, DIPLOMAS & CERTIFICATES)
 ARE THERE CHANGES TO YOUR PREVIOUSLY APPROVED PROGRAMS? NO. YES.
 IF YES, COMPLETE PARAGRAPH VI. FOR NEW PROGRAMS AND/OR PARAGRAPH VII FOR PROGRAMS NO LONGER OFFERED.

VI. NEW PROGRAM NAME(S)	DATE FIRST OFFERED	HOURS* THEORY/SHOP/TOTAL	DESCRIPTION CATALOG PAGE**
-------------------------	--------------------	--------------------------	----------------------------

<u>N/A</u>			

*Complete CLOCK (contact) HOURS if your institution is a Non College Degree (NCD) institution.

**Attach a program curriculum and course descriptions if not in the catalog.

VII. PROGRAMS NO LONGER OFFERED	DATE LAST OFFERED	CAN STUDENT COMPLETE
---------------------------------	-------------------	----------------------

<u>N/A</u>		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> YES <input type="checkbox"/> NO

(over)



DEPARTMENT OF VETERANS SERVICE
Floyd Veterans Memorial Building - Suite 970-East
Atlanta, Georgia 30334

STATEMENT OF SCHOOL OFFICIAL

I certify that I understand the provisions of the Law (Title 38 US Code) under which this approval is made for programs offered veterans and other eligible persons. I further certify that:

1. Standards of progress, conduct and attendance as shown in the school (catalog) (bulletin) are being enforced and that the VA will be promptly notified, normally within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

2. A catalog / bulletin will be given every veteran or eligible person enrolling. The publication for nonaccredited schools will include, as a minimum: a copy of program outline(s); schedule of tuition, fees and other charges; academic calendars; class schedules; and policies pertaining to enrollment, refunds, attendance, standards of progress, granting prior credit, and conduct. The publication will be distinguished by date and volume number and the officials and faculty will be identified therein.(VSO Form 66B-IB) The publication for accredited schools will include policies and standards outlined in VSO Form 66A-IB.

3. Advertisement used by the school will not state "VA Approved" or words to that effect. {can state: "Approved for VA education benefits"}

4. The school will not hold power of attorney for negotiating the checks of veterans & other eligible persons.

5. The school will immediately notify the State Approving Agency (SAA) so that the approval may be amended when any of the following is revised/changed: catalog, bulletin, handbook, approved programs, hours of operation, calendars, class schedules, break periods, student: teacher ratio, tuition and fees, or any item shown above as required in the schools catalog. Two certified copies of new catalogs/bulletins will be provided to the SAA within 30 days of publication with an approval update request (VSO Form 70).

6. The school will maintain a written record of the previous related education and training of veterans or eligible persons and will grant credit, when possible, with the training period at this school shortened proportionately. The VA will be notified of credit granted.

7. The school agrees to maintain a positive attendance record that also reflects late arrivals and early departures for students attending Non College Degree (NCD) programs and non-accredited degree programs.

8. The school will not certify students to the VA until their program has been approved by the State Approving Agency (SAA) and accepted by the U.S. Department of Veterans Affairs (DVA).

9. The school does does not want to participate in Advance Pay.

10. The school will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.



Signature of Certifying Official

2/18/2020

Date

House of Prayer Bible Seminary - Hephzibah

Name of Institution

Omar Garcia Registrar

Name and Title of Certifying Official

Address: 2952 Old Tobacco Road

Hephzibah, G.A. 30815

Catalog Approval Requirements Checklist for GI Bill Approved Schools

Attach to approval updates provided to the SAA

School Name: House of Prayer Bible Seminary (Hephzibah)

Indicate the catalog page number associated with each of the following approval criteria.

<u>Catalog Approval Requirement</u>	<u>Page #</u>
1. Staff and Faculty	34
2. Credit for Prior Education and Training	<u>Addendum</u>
3. Admissions Policy	17
4. Standards of Progress	21-23
5. Enrollment policy	25-34
6. Attendance policy	19
7. Conduct policy* Student Handbook (Yes / <input checked="" type="radio"/> No)	15
8. Refund policy	<u>Addendum</u>
9. CO-OP Participation Policy	N/A
10. Academic Calendar	7-8
11. Daily Schedule*	26
12. Tuition and Fees*	57-58
13. Facility description*	61-62

Any applicable item above not listed in the catalog should be attached as an addendum to the catalog.

Note: * Indicates catalog approval requirements that apply to Non-Accredited Schools and/or Non-College Degree Schools.

***Please mail "certified copy" of the Student Handbook as part of your approval update.**

Name:  Title: Registrar Date: 4-8-2020

****For SAA use only**

IHL 0 NCD 6 FLT 0 CORR 0

VSO Form 70-6 (10-2-2014)

Encl. 3

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Snyder, Lily

From: SNYDER, LILY <LILY.SNYDER@va.gov>
Sent: Friday, July 24, 2020 10:42 AM
To: Snyder, Lily
Subject: FW: Catalog Policies
Attachments: catalog addendum as of 7.23.20.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Thursday, July 23, 2020 4:33 PM
To: SNYDER, LILY <LILY.SNYDER@va.gov>
Subject: [EXTERNAL] RE: Catalog Policies

Hello Lily,

Sorry about that here is the updated addendum. Hope this fixes it!

Marcus Labat
House of Prayer Bible Seminary

From: SNYDER, LILY <LILY.SNYDER@va.gov>
Sent: Thursday, July 23, 2020 8:15 AM
To: 'Admin Office' <EduOfficial2013@live.com>; 'Marcus Labat' <eduofficial2013mlabat@outlook.com>
Subject: RE: Catalog Policies

Thank you for getting that to me so quickly. What you sent is almost exactly what I need, but I do need one change. In the refund policy at the beginning it says 'for Veterans' and if a 'veteran student'. It needs to be VA GI Bill beneficiaries or something to that effect because otherwise it gives the impression that dependents that have GI Bill benefits are excluded even though they are mention in the latter part of the policy.

Prorated Refund Policy for Veterans

House of Prayer Bible Seminary agrees that if a veteran student fails

Thanks again,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.374.9370 | Fax: 404.657.6276
<https://veterans.georgia.gov/>





From: Admin Office <EduOfficial2013@live.com>
Sent: Wednesday, July 22, 2020 5:19 PM
To: SNYDER, LILY <LILY.SNYDER@va.gov>
Subject: [EXTERNAL] RE: Catalog Policies

Hello Lily,

Got your email. Attached is the addendum you requested. Thanks for everything!

Marcus Labat
House of Prayer Bible Seminary

From: SNYDER, LILY <LILY.SNYDER@va.gov>
Sent: Wednesday, July 22, 2020 1:51 PM
To: 'Marcus Labat' <eduofficial2013mlabat@outlook.com>; 'eduofficial2013@live.com' <eduofficial2013@live.com>
Subject: Catalog Policies

After review of the catalog, I have a few concerns.

Your credit for previous training is a little too vague.

Instead of: Every effort will be made to accept credit earned at another institution that will help the student complete their degree goal through the Seminary faster.

I'd like if it was more to the effect: H.O.P.B.S will evaluate all previous education and training and will grant credit for any qualifying education and training.

Also you have to have a pro rata refund policy for at least VA GI Bill beneficiaries.

§ 21.4254 Nonaccredited courses.

(c) Approval criteria. The appropriate State approving agency may approve the application of such school when the school and its nonaccredited courses are found upon investigation to have met the following criteria:

(4) The school maintains a written record of the previous education and training of the veteran or eligible person and clearly indicates that appropriate credit has been given for previous education and training, with the training period shortened proportionately, and the veteran or eligible person and the Department of Veterans Affairs so notified.

(13) The school either: (i) Has and maintains a policy for the pro rata refund of the unused portion of tuition, fees and charges if the veteran or eligible person fails to enter the course or withdraws or is discontinued from it before completion,

This can be done as an addendum to the current catalog with the expectation that they would then be published in the next catalog.

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If you have any questions just let me know.

Thanks,

Lily Snyder | Senior Coordinator
Department of Veterans Service
Georgia State Approving Agency
Floyd Veterans Memorial Building
2 Martin Luther King, Jr. Drive, SE
Suite E -970
Atlanta, Georgia 30334-4800
Tel: 404.374.9370 | Fax: 404.657.6276
<https://veterans.georgia.gov/>



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Snyder, Lily

From: SNYDER, LILY <LILY.SNYDER@va.gov>
Sent: Tuesday, August 25, 2020 9:29 AM
To: Snyder, Lily
Subject: FW: Addendum to our Catalog- reduction in T&F due to Covid -19
Attachments: HINESVILLE ADDENDUM FOR Catalog 2020-2022 No. 2 Removing of Fees.pdf;
AUGUSTA ADDENDUM FOR Catalog 2020-2022 No. 2 Removing of Fees.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Friday, August 21, 2020 9:11 PM
To: SNYDER, LILY <LILY.SNYDER@va.gov>
Subject: [EXTERNAL] Addendum to our Catalog- reduction in T&F due to Covid -19

Hello Lily,

Hope this email finds you healthy and well. We have decided to discontinue our fees for all students beginning this fall, for our upcoming semester. Many of our students have been negatively effected by the pandemic, and we wanted to help alleviate some of the financial pressure being placed upon them at this difficult time. Attached is the addendum explaining which fees will no longer be charged by the Seminary.

If you have any questions concerning this change please do not hesitate to reach out to me. Thank you for your consideration in this matter.

Respectfully,

Marcus Labat, *SCO*
House of Prayer Bible Seminary
855.55HOPBS (554.6727) ext. 2



From: Marcus Labat <eduofficial2013mlabat@outlook.com>

Sent: Tuesday, December 29, 2020 6:29 PM

To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>

Subject: [EXTERNAL] addendum to our catalog for the upcoming year

Hello Tracy,

Hope you had a great Christmas and a happy New Year! Attached is an addendum to this years catalog that lists a few changes for 2021. We replaced some of our instructors and are now offering a discount to all students due to the pandemic.

If you have any questions please do not hesitate to let me know.

Thank you,

Marcus Labat, SCO
House of Prayer Bible Seminary

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Snyder, Lily

From: Georgia, SAA
Sent: Wednesday, December 30, 2020 6:39 AM
To: Shropshire, Dairelle; Snyder, Lily
Cc: tracey.gross
Subject: FW: addendum to our catalog for the upcoming year
Attachments: GEORGIA- Addendum for Catalog 2020-2022 number 3.pdf

Dairelle,

Please assign to Lily.

Thanks,
Bobby

From: GROSS, TRACEY L. [mailto:TRACEY.GROSS@va.gov]
Sent: Wednesday, December 30, 2020 6:36 AM
To: Marcus Labat <eduofficial2013mlabat@outlook.com>
Cc: Georgia, SAA <saaga@vs.state.ga.us>
Subject: FW: addendum to our catalog for the upcoming year

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

This should be sent directly to the GA-SAA and not to me, thanks.

Tracey Gross | Education Liaison Representative-Georgia
U.S. Department of Veterans Affairs
Approvals, Compliance & Liaison
Ofc: (404) 929-3109 | Fax: (404) 929-5811 | GeorgiaELR.VBAATG@va.gov
SCO Hotline: 855-225-1159
Students: 888-442-4551

Please do not send personal identifiable information (i.e. Name and SSN or Name and Date of Birth) via email. Please do not send attachments with personal identifiable information.

CONFIDENTIALITY NOTICE:

This communication, along with any attachments, may contain legally privileged and confidential information that is to be used only by the intended recipient. If you received this message in error, please destroy it and all attachments immediately without opening, reading, saving, or printing, and immediately notify the sender by a separate email message at the address above. This communication may not be forwarded, shared or sent to anyone other than intended recipient without the express written permission of the author. Thank you.



Snyder, Lily

From: Shropshire, Dairelle
Sent: Wednesday, December 30, 2020 9:06 AM
To: Snyder, Lily
Subject: FW: addendum to our catalog for the upcoming year
Attachments: GEORGIA- Addendum for Catalog 2020-2022 number 3.pdf

Hi Lily,

Suspense Control Log# 0369
Suspense Date: 1/19/2021

Dairelle

From: Georgia, SAA <saaga@vs.state.ga.us>
Sent: Wednesday, December 30, 2020 6:39 AM
To: Shropshire, Dairelle <DShropshire@vs.state.ga.us>; Snyder, Lily <saals@vs.state.ga.us>
Cc: tracey.gross <tracey.gross@va.gov>
Subject: FW: addendum to our catalog for the upcoming year

Dairelle,

Please assign to Lily.

Thanks,
Bobby

From: GROSS, TRACEY L. [<mailto:TRACEY.GROSS@va.gov>]
Sent: Wednesday, December 30, 2020 6:36 AM
To: Marcus Labat <eduofficial2013mlabat@outlook.com>
Cc: Georgia, SAA <saaga@vs.state.ga.us>
Subject: FW: addendum to our catalog for the upcoming year

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi,

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Tracey Gross | Education Liaison Representative-Georgia
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Ofc: (404) 929-3109 | Fax: (404) 929-5811 | GeorgiaELR.VBAATG@va.gov
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From: Marcus Labat <eduofficial2013mlabat@outlook.com>
Sent: Tuesday, December 29, 2020 6:29 PM
To: GROSS, TRACEY L. <TRACEY.GROSS@va.gov>
Subject: [EXTERNAL] addendum to our catalog for the upcoming year

Hello Tracy,

Hope you had a great Christmas and a happy New Year! Attached is an addendum to this years catalog that lists a few changes for 2021. We replaced some of our instructors and are now offering a discount to all students due to the pandemic.

If you have any questions please do not hesitate to let me know.

Thank you,

Marcus Labat, *SCO*
House of Prayer Bible Seminary



MIKE ROBY
COMMISSIONER

Department of Veterans Service

Floyd Veterans Memorial Building
2 Martin Luther King Jr. Drive SE, Suite E-970
Atlanta, GA 30334

TEL: 404-656-2300
FAX: 404-656-7006
veterans.georgia.gov

January 14, 2021

Ms. Pam Stephens
Education Officer
Department of Veterans Affairs
Muskogee Regional Processing Office
P.O. Box 8888
Muskogee, OK 74402-8888

ATTENTION: Mr. Tracey Gross, ELR
Atlanta VA Regional Office, 1700 Clairmont Road, NE, Decatur, Georgia 30033-4032

RE: House of Prayer Bible Seminary-Hephzibah
2952 Old Tobacco Rd
Hephzibah, Georgia 30815
FC: 35015411

Dear Ms. Stephens:

State approval is extended to the referenced facility for the 2020-2022 Vol. XVI No. 3 Catalog addendum (Encl. 1).

Approval under Section 3676, Title 38, US Code is effective December 1, 2020. Complete documentation required for this approval was received on December 30, 2020.

Sincerely,

Lily Snyder
Senior Coordinator
State Approving Agency

LS:ls

Enclosure: 1 as

cc: House of Prayer Bible Seminary- Hephzibah
File

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House of Prayer Bible Seminary

Catalog Addendum

for

(2020-2022 Vol. XVI No. 3) Catalog



Effective Date

(12/01/2020)

This addendum contains supplements, additions, and updates to House of Prayer Bible Seminary for academic years 2020-2022 Catalog. The catalog is considered incomplete without this supplement.

Addendum

House of Prayer Bible Seminary

For Catalog: 2020 to 2022 Volume XVI Addendum # 3 revised on 12/01/2020

House of Prayer Bible Seminary 2020-2022 catalog is now in effect. Since this catalog's original publication on 1/2/2020 the following significant changes have been implemented and take precedence over the prior published catalog and / or addendum(s).

Effective Date of Change	Catalog Page #	DESCRIPTION
12/01/2020	Catalog Page 34	<p>Faculty</p> <p>Removing: Darnell Emmanuel Jim. B. Benton Joseph T. Fryar</p> <p>Adding: Ronald Molina Jamie Rodriguez</p>
12/01/2020	Catalog Page 57	<p>Discount (Pandemic Relief)</p> <p>Adding: Pandemic Relief Discount \$600.00 (Applied Automatically to all Students, both Veterans and Non-Veterans)</p>

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).

Gerard C. Robertson - Director
 PRINT NAME AUTHORIZED SCHOOL OFFICIAL

Gerard C. Robertson
 SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

12/01/20
 DATE

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Patricia M. Ross
COMMISSIONER

Department of Veterans Service

*Floyd Veterans Memorial Building
2 Martin Luther King Jr. Drive SE, Suite E-970
Atlanta, GA 30334*

TEL: 404-656-2300
FAX: 404-656-7006
veterans.georgia.gov

June 27, 2022

Mr. Marcus Labat
School Certifying Official
House of Prayer Bible Seminary-Hinesville
2540 Airport Road
Hinesville, Georgia 31313

Dear Mr. Labat:

State approval of House of Prayer Bible Seminary-Hinesville (FC: 35015111) and all of its programs are withdrawn under Section 3679, Title 38, US Code effective June 24, 2022. House of Prayer Bible Seminary-Hinesville is no longer authorized to certify new students to the Department of Veterans Affairs based on this withdrawal.

Withdrawal of approval is based on current FBI investigation.

According to VA-ONCE, the following students are currently enrolled and receiving VA Education Benefits at the time of House of Prayer Bible Seminary-Hinesville's withdrawal:





Department of Veterans Affairs student records must be maintained for three years. The records of all students certified for VA Education Benefits will be maintained at:

House of Prayer Bible Seminary-Hinesville
2540 Airport Road
Hinesville, Georgia 31313

If you have questions, please call (404) 656-2306 or 2322 for clarification or assistance.

Sincerely,

Bobby Davis

Bobby Davis
Executive Director
State Approving Agency

LS:ls

cc: VARO – Donald Noble, ELR
File

10A



Patricia M. Ross
COMMISSIONER

Department of Veterans Service

Floyd Veterans Memorial Building
2 Martin Luther King Jr. Drive SE, Suite E-970
Atlanta, GA 30334

TEL: 404-656-2300
FAX: 404-656-7006
veterans.georgia.gov

June 27, 2022

Mr. Marcus Labat
School Certifying Official
House of Prayer Bible Seminary-Hephzibah
2952 Old Tobacco Road
Hephzibah, Georgia 30815

Dear Mr. Labat:

State approval of House of Prayer Bible Seminary-Hephzibah (FC: 35015411) and all of its programs are withdrawn under Section 3679, Title 38, US Code effective June 24, 2022. House of Prayer Bible Seminary-Hephzibah is no longer authorized to certify new students to the Department of Veterans Affairs based on this withdrawal.

Withdrawal of approval is based on current FBI investigation.

According to VA-ONCE, no VA beneficiary students are currently attending House of Prayer Bible Seminary-Hephzibah at the time of this withdrawal.

Department of Veterans Affairs student records must be maintained for three years. The records of all students certified for VA Education Benefits will be maintained at:

House of Prayer Bible Seminary-Hephzibah
2952 Old Tobacco Road
Hephzibah, Georgia 30815

If you have questions, please call (404) 656-2306 or 2322 for clarification or assistance.

Sincerely,

Bobby Davis

Bobby Davis
Executive Director
State Approving Agency

LS:ls

cc: VARO – Donald Noble, ELR
File

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2020-2022 Catalog

VOLUME XVI, NUMBER 1



I certify this copy to be true and correct as to content and policy

Signature: 

Date: 2/18/20

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House of Prayer *Bible Seminary*

Academic Catalog

House of Prayer

Bible Seminary

A people called . . .

to *pray* for a lost and dying world, nation, state,
and community

to live *holy* and *righteously* in this present
world

to see the power of *God* move in a revival
through the *power* of prayer.

The Creed . . .

Love all the souls we can NOW

Do all the good we can NOW

To all the people we can NOW

In all the ways we can NOW

At all the times we can NOW

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Welcome to
House of Prayer
Bible Seminary



In Hinesville, Georgia

Message From the Bible Seminary

"And he spake a parable unto them to this end, that men ought always to pray, and not to faint;" Luke 18:1

"Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth." II Timothy 2:15

God has commissioned House of Prayer Bible Seminary to prepare men and women for the unpreparable. We believe that the most notable aspect of the seminary is the Spirit that operates among us. He is our supply and strength. The "Prayer Force Spirit" is not easily defined, and its manifestation cannot be contained or counterfeited; however, it is prayerful, loving, and faithful. We are those who believe in a full and complete salvation. We preach it, witness to it, and seek to lead every student into the conscious possession of it.

Our task is to train you to become a person of one Book. Here, we pray with one heart and study with one mind, laying aside all to follow Christ without shame or regret. We study the Book of books, the Bible; making it the cornerstone of our lives, allowing it to be a light unto our feet and choosing to hide its words in our hearts that we may not sin against God. We are studying it from cover to cover, and becoming servants of God thoroughly furnished and prepared unto every good work. We study to become approved of God, and to show Him our faithfulness to His work and cause. We are striving to give God the same caliber of people that He had in the Bible, and believe that He will give us the same results found in the Holy Scriptures.

Our commitment is not so much to instruct as it is to inspire. Our teachings are intended to show men how to learn and how to apply the knowledge they gain. The time is short and the purpose specific—to pray, give and go. We desire to send out humble, holy, and God-glorifying people into a harvest field that is truly ripe for the gathering. The staff and faculty of H.O.P.B.S. are fully committed to training men and women to follow the Spirit in obedience and faithfulness. We endeavor to inspire each one to pray for clean hands, a pure heart, and a vision of God. We want all to walk, work, and witness for the Lord Jesus Christ. We will teach all to believe in the God of the Bible and that our mission is to love the Lord our God.

Our prayer is for you to learn the Word of Truth, to know that the Spirit of the Bible is still at work. Prayer is a force and prayer can change events and circumstances to order to bring glory to God. We will endeavor to demonstrate that humility comes before honor and that he who is greatest among us is the servant of all. We will send you out to pray and work for the Lord - to help people, communities, churches, cities, states, nations and the world - in order to bring people back to the Bible and back to God.

Statement

This publication is certified as true and correct in content and policy as of the date of publication. The seminary does reserve the right to make changes of any nature in programs, finances, calendar or academic schedules whenever these changes are deemed necessary or desirable. This includes changes in course content, class rescheduling and the cancellation of scheduled classes or other academic activities.

Academic Calendar

2020-2021 Academic Calendar

1st Semester (February 2020 - May 2020)

Dec. 02	Orientation (For New Students)
Dec. 02	Open Registration
Feb. 03	Classes Begin
Feb. 10	Last day to register
Feb. 10	Last day to drop w/ full refund
Mar. 9	Last day to drop
Mar. 9	Last day to drop w/o an "F"
Mar. 16	Payments Due
Mar. 23	Midterm Exams
May 11	Final Exams
May 16	Semester Ends

2nd Semester (June 2020 - September 2020)

Mar. 23	Orientation (For New Students)
Mar. 23	Open Registration
Jun. 01	Classes Begin
Jun. 08	Last day to register
Jun. 08	Last day to drop w/ full refund
Jul. 04	Independence Day (No Classes)
Jul. 06	Last day to drop
Jul. 06	Last day to drop w/o an "F"
Jul. 13	Payments Due
Jul. 20	Midterm Exams
Sept. 7	Final Exams
Sept. 12	Semester Ends

3rd Semester (September 2020 - January 2021)

Jul. 20	Orientation (For New Students)
Jul. 20	Open Registration
Sept. 28	Classes Begin
Oct. 05	Last day to register
Oct. 05	Last day to drop w/ full refund
Nov. 02	Last day to drop
Nov. 02	Last day to drop w/o an "F"
Nov. 09	Payment Due
Nov. 16	Midterm Exams
Nov. 26	Thanksgiving Break (No Classes)
Dec. 25	Christmas Break (No Classes)
Jan. 1	New Year Break (No Classes)
Jan. 11	Final Exams
Jan. 16	Semester End

Admissions Office -Hours of Operation (9 a.m. - 5 p.m.) **Monday-Friday.** (All other dates are on the schedule.)

2021-2022 Academic Calendar

1st Semester (February 2021 - May 2021)

Nov. 16	Orientation (For New Students)
Nov. 16	Open Registration
Feb. 01	Classes Begin
Feb. 08	Last day to register
Feb. 08	Last day to drop w/ full refund
Mar. 08	Last day to drop
Mar. 08	Last day to drop w/o an "F"
Mar. 15	Payments Due
Mar. 22	Midterm Exams
May 10	Final Exams
May 15	Semester Ends

2nd Semester (May 2021 - September 2021)

Mar. 22	Orientation (For New Students)
Mar. 22	Open Registration
May 31	Classes Begin
Jun. 07	Last day to register
Jun. 07	Last day to drop w/ full refund
Jul. 04	Independence Day (No Classes)
Jul. 05	Last day to drop
Jul. 05	Last day to drop w/o an "F"
Jul. 12	Payments Due
Jul. 19	Midterm Exams
Sept 06	Final Exams
Sept. 11	Semester Ends

3rd Semester (October 2018 - January 2019)

Jul. 19	Orientation (For New Students)
Jul. 19	Open Registration
Sept. 27	Classes Begin
Oct. 04	Last day to register
Oct. 04	Last day to drop w/ full refund
Nov. 01	Last day to drop
Nov. 01	Last day to drop w/o an "F"
Nov. 08	Payment Due
Nov. 15	Midterm Exams
Nov. 25	Thanksgiving Break (No Classes)
Dec. 25	Christmas Break (No Classes)
Jan. 1	New Year Break (No Classes)
Jan. 10	Final Exams
Jan. 15	Semester End

Admissions Office -Hours of Operation (9 a.m. - 5 p.m.) **Monday-Friday.** (All other dates are on schedule)

Statement of Faith

As Christian believers of the House of Prayer Christian Bible Seminary, we make the following declaration of the things which are “believed among us,” (Luke 1:1) so there will be no division or differences among us. These declarations are so that all our churches and seminaries preach, teach, and proclaim the following, doing so in love and by direction of the Holy Spirit, and by the Word of God.

I - THE SCRIPTURES

We believe that the Scriptures, both the Old and New Testaments (The Bible), are the inspired Word of God, and that they are to be taught and believed in their entirety (II Timothy 3:15, II Peter 1:21). The Scriptures give us a complete revelation of God’s divine plan of salvation and His will towards man. The Scriptures are to constitute the complete rule of Christian Faith and the practice of the same.

II - THE GODHEAD

Our God is a Trinity (Matthew 28:19, 2 Corinthians 13:14, 1 John 5:7) - manifested in three distinct Persons - the Father (is God-John 6:27, Ephesians 4:6), the Son (is God-John 20:28, Hebrews 1:8), and the Holy Spirit (is God-Acts 5:3-4, 1 Corinthians 6:11), being co-existent, co-equal, and co-eternal.

III - SALVATION

Salvation for man (who is fallen from his innocent state through Adam), is attained by the grace of God, through Jesus Christ His Son. Salvation is procured by Christ’s death upon the cross, through the Holy Spirit’s conviction. By the confession of sin and repentance, an experience of the new birth is received by man. This is accomplished by grace, and is made effectual through faith in Jesus Christ by accepting Him as our personal Saviour (Titus 2:11, Romans 10:13-15, Luke 24:47, Titus 3:5-7).

IV - THE CHURCH

We believe that the Church is the Body of Jesus Christ (Colossians 1:18, Ephesians 4:15) and that Jesus is the Head. Its earthly members are made up of believers, born again by the Spirit (John 3:6) and by the Word (I Peter 1:23). To the Church is delegated authority, instructions, offices, and rules to govern it and its members, to allow it to fulfill its mission in the fulfillment of Christ’s great commission (Matthew 28:19, Mark 16:15-20).

V - MINISTRY

God, through the Holy Spirit, definitely calls and sets aside such as He desires to serve as Ministers of the Gospel. No one, under any circumstances, should be ordained to any office unless the calling is distinct and evident (1 Timothy 3:1-7, 4:14, 5:22).

VI - WATER BAPTISM

Baptism in water is by immersion, and is a direct commandment of our Lord (Matthew 28:19). It is for believers only (Romans 6:4, Colossians 2:12, Acts 8:36-39).

VII - BAPTISM OF THE HOLY SPIRIT

The Baptism of the Holy Spirit (Matthew 3:11) is a gift from God, as promised by the Lord Jesus Christ, to all believers in this dispensation, and is received subsequent to the new birth (John 14:16-17, Acts 1:8, 2:4, 2:38-39). The Baptism of the Holy Spirit is accompanied with speaking in tongues as the Holy Spirit gives utterance as this is the initial physical sign and evidence (Acts 2:4).

VIII - SANCTIFICATION

The Word of God (The Bible) teaches that without holiness no man can or shall see the Lord (Hebrews 12:14). We believe the Doctrine of Sanctification to be a definite, yet progressive work of grace in the believer’s life,

starting at the time of the born again experience (Hebrews 13:12, II Thessalonians 2:13, I Peter 1:2, Ephesians 5:26, John 17:17, I Corinthians 6:11, I Thessalonians 5:23).

IX - THE LORD'S SUPPER

We believe that the ordinance of The Lord's Supper is a commandment of our Saviour, and that its time or frequency of observance is left to the discretion of each congregation (I Corinthians 11:26).

X - DIVINE HEALING

Healing is for the physical ills of the human body. It is wrought by God, through the power of God, by the laying on of hands and by prayer, through faith (Mark 16:18, James 5:14-15).

XI - THE COMING OF THE LORD

We believe that the coming of the Lord is imminent and is the blessed hope of the Church (1 Thessalonians 4:16-18, 1 Corinthians 15:52). We also hold that the rapture is to occur prior to the tribulation (2 Thessalonians 2:7, Revelation 3:20).

XII - RESURRECTION OF THE JUST AND UNJUST

The Scriptures teach that the just (those born again, being justified by Jesus Christ) shall be raised by Jesus Christ unto eternal life and rewards. The unjust (those who have rejected Jesus and His salvation) shall be raised to judgment and eternal punishment (Luke 14:14, John 5:28-29, Revelation 20:11-15).

XIII - HELL

When one dies in his sins without Christ, he will be hopelessly and eternally lost in the Lake of Fire, and therefore, has no more opportunity of receiving Christ as Saviour, being eternally lost (Hebrews 9:27, Revelation 20:13-15). The Lake of Fire is literal (Revelation 19:20), and the words eternal and everlasting describe the duration of the punishment of those that are lost.

XIV - RELATION TO WAR

We believe that our Government was and is established by God, and whereas we are thankful to the Government of the United States of America for the freedom to worship God according to the dictates of our own conscience, and whereas we understand and believe that the Word of God does not command or teach, either by example or statement, that we should not protect or defend our way of life, be it resolved that during time of war or necessity, we will serve our government, bear arms, protect our citizens from enemies who try to overthrow our government and our country, and to serve in whatever role necessary.

XV - TITHES

We recognize the scriptural duty of all people, as well as ministers, to pay tithes unto the Lord (Hebrews 7:8). Tithes should be used for the support of the active ministry and for the propagation of the Gospel and work of the Lord, and are not to be given to charity or used for other purposes (Malachi 3:7-11, Hebrews 7:2, I Corinthians 9:7-11; 16:2).

XVI - PRAYER

The Word of God plainly teaches that men must pray everywhere without wrath and doubting. (I Timothy 2:8). We believe that prayer is a vital and necessary part of a believer's life, and therefore should be exercised without restriction, according to Scripture (Luke 6:12, Luke 18:1, I Thessalonians 5:17).

General Information

This catalog is not a contract between students and/or applicants and House of Prayer Bible Seminary (H.O.P.B.S.). The Seminary reserves the right to revise it and policies derived from it as it deems appropriate. Consistent with the requirements and options under applicable law, the Seminary does not discriminate on the basis of race, color, national origin, age, physical impairment or gender. The Seminary, however, does reserve the right to make admission, employment and Degree conferral decisions on the basis of those principles and beliefs set forth in the statement of faith. Each student, as a condition of entering the Seminary, affirms that he or she has read and understands the statement of educational mission, and statement of faith and further understands that remaining a student of the Seminary or having a degree conferred by the Seminary is dependent upon compliance with the statement of faith.

Statement of Mission

House of Prayer Bible Seminary takes the position that God calls men and women who are born again by faith in Jesus Christ and made usable for Christian service by a divine call. God fills them with His Spirit for a divine work and directs them to evangelize and to spread holiness and righteousness throughout the world. The objective of House of Prayer Bible Seminary is to help facilitate the preparation of men and women called by God to Christian ministry.

This Seminary includes several important dimensions in its curriculum, program and ministry to students. The first responsibility of House of Prayer Bible Seminary to the student is to provide a spiritual education. Therefore, the process of spiritual formation constitutes an integral part of the Seminary's program. H.O.P.B.S. places emphasis on developing spiritual devotion through our Christian program, regular chapel attendance, prayer services, special lectures, and periodic calls to the service of others in the surrounding communities.

Second, House of Prayer Bible Seminary commits itself to balanced preparation for ministry. The ministry requires a holy life which matures the entire person. The Seminary places an important emphasis on both the personal and social factors in student life. Attention will be given to encouraging both emotional and intellectual maturity. Students will be provided spiritual and emotional support so they may gain a better understanding of themselves, their growth opportunities, their unique potential, their calling, and their relationships with others.

Third, House of Prayer Bible Seminary is dedicated to professional preparation for Christian service. A high standard of spiritual excellence is considered vital to professional readiness for fulfilling God's call on one's life. The Seminary offers a full program which covers all of the significant doctrinal disciplines. The faculty is intensely committed to achieving and supporting the highest standards. In order to maintain this commitment, the Seminary includes the following components in its instructional design:

1. Commitment to flexibility in curriculum planning to allow for innovation and growth;
2. Support of faculty professional development through travel, conferences and publication;
3. Careful feedback and evaluation through student and faculty participation.

Finally, the Seminary commits itself to personal doctrinal education. It helps students to discover and develop their spirituality and commitment to Christ. The curriculum is structured with some flexibility to enable students to develop a plan that best prepares them for the ministry. H.O.P.B.S. is focused on helping students in their preparation for Christian service by equipping them to help others to Christ all around the world.

Profile of a Graduating Student

In keeping with our mission, our intention is for our student to develop and graduate with a Biblical world view that enables them to be productive in building Christ's church worldwide. Graduates of H.O.P.B.S. will be noted for their commitment to:

The Lordship of Christ; as evidenced through a matured lifestyle that demonstrates continual obedience to Him.

The Spirit-filled Life; as seen in the producing of spiritual fruit, a daily walking in the Spirit, and the manifestation of the gifts of the Spirit.

The Scriptures as the Foundation of Life; as demonstrated by a personal knowledge of the Bible with the ability to interpret and apply the Scriptures in all of life's circumstances.

The Prayer Life maintained; as evidenced by a habitual and constant life of prayer to God the Father by the mercies of Jesus Christ and through the Spirit until the answer is realized.

The Duty of World Evangelism; as exhibited in a zeal for the spreading of the gospel to a lost and dying world.

Academic Life

Good study habits are essential to scholastic success. Without proper time spent in prayer and study, you will never really achieve the education for which you have come to the Bible Seminary. When you, as a student, acquire good study habits, you will see these good habits shown in your grades. The thing that often makes the difference between students is the way one studies and the amount of time devoted to study.

The proper mastery of any subject matter requires application to study. Do not expect to learn if you do not listen carefully to your teachers. Do not expect to learn if you do not carefully study to fulfill each assignment given. Learning is a task, and that task requires study. When the Bible speaks of winning God's approval as a good and capable workman, it exhorts you to study. Don't expect to master your material through the classroom lectures and participation alone. Mastery of material comes through hours spent in study outside the classroom.

Course Preparation

Students in seminary will normally expect to invest two and one-half (2.5) to three (3) hours of work per week outside of class in preparation for every hour of credit to be earned. In scheduling coursework, students should carefully consider time devoted to coursework, balancing this against time engaged in employment and other responsibilities.

Here are the three "C's" to effective study which you should know and practice:

1. Consistency—Do not attempt to learn your material by studying in a few last minute "before test" sessions. If the material could be learned that way, we wouldn't need an entire semester to teach it! Your notes are worthy of constant daily study. Go over what has been taught in class and then study the assignments for the next class period. If you study to learn the material then, you'll be ready for the tests and exams!

2. Collect your materials—Gather all the materials you will need before beginning serious study of any subject. Have all your books, notes, paper, and writing materials with you. You won't have to interrupt yourself to get these things if you collect them first, and you'll save a lot of time.

3. Concentrate—With a clear mind and all your materials at hand, you can now concentrate on the subject matter under consideration. Read carefully and thoughtfully until you remember the material and the facts become clear to you. Then try to write a brief outline of the meaning of what you have studied. This will greatly help you to remember it.

Spiritual Life

The Bible Seminary was founded to provide an environment for Christian men and women who will increase their faith and spiritual growth while pursuing training for their calling. Those who enter House of Prayer Bible Seminary consecrate themselves to prayer and to study to show themselves approved unto God, and to be workers who need not to be ashamed. Therefore, all of our spiritual activities are directed to the end of developing men and women to fulfill God's great commission.

Student Conduct

House of Prayer Bible Seminary students are to adhere to the highest Christian standard and exhibit, on all occasions, true Christian living. In order to avoid any misunderstanding, certain standards held by the Seminary are set forth here.

A. Christian Standards

1. Theft will not be permitted.
2. Alcoholic beverages are forbidden.
3. Use of tobacco or vaping products in any form is prohibited.
4. Swearing or obscene language is absolutely forbidden.
5. The reading of obscene books or magazines is forbidden.

B. Student Grooming

1. All students will dress in a manner consistent with the Biblical teaching of modest attire.

C. Discipline

Students engaging in any of these highly undesirable traits are not fit to be a future gospel worker and shall not expect to remain in school.

1. Trouble making in or out of classes.
2. Dishonesty.
3. Creating a disturbance.
4. Immorality.
5. Insubordination.
6. Disrespect for school or faculty members.
7. Improper conduct with others on or off campus.

Academic Information

Admission Policies

House of Prayer Bible Seminary will not discriminate against any qualified person on the basis of race, color, national or ethnic origin, age, physical impairment, or gender in its admissions, treatment of students or in its employment practices.

Spiritual Requirements for Admission

The applicant must meet the requirements for admission set forth below as well as the requirements for the program to which the applicant seeks admission. H.O.P.B.S recognizes that students entering seminary represent a wide range of experiences and backgrounds, and welcomes all Christians from the community.

Therefore, the applicant must demonstrate personal integrity, spiritual maturity, and sound conviction which meets the standards expected of applicants called by God. The mission of our institution is to prepare men and women born again by faith in Jesus Christ and make them usable for Christian service. To undertake this study, there must be a divine call. The applicant must demonstrate compatibility with the Seminary's statements of faith and educational mission. Furthermore, applicants must genuinely testify to their personal relationship with Jesus Christ as Savior and Lord. When, during the application process, questions arise regarding any of these matters, the Seminary may arrange an interview with the student. The Admissions Office shall, in its prayerful discretion, be the sole judge of the extent to which the applicant meets, or fails to meet, the standards and criteria for admission.

Admission Requirements and Procedures

1. Refer to programs of study for specific admissions requirements and procedures.
2. Admission is valid for one year from the term for which the applicant is admitted. If enrollment is postponed by more than one year, the applicant must reapply for admission.
3. Those who register for courses and subsequently withdraw from school for more than one year must reapply for admission.
4. Records submitted in the application packet for admission are not returned. Transcripts from other institutions become a part of the permanent file and may not be copied or released.
5. The student should have the ability to write and speak clear and correct English prose. House of Prayer Bible Seminary reserves the right to ask the applicant to correct any serious deficiencies.
6. Concerning all application deadlines, see degree program descriptions.

Admission Categories

Applicants who are admitted will be notified and placed in one of the following categories:

1. Degree student: One who meets entrance requirements and follows a curriculum leading to a degree.
2. Unclassified student: One who meets entrance requirements and takes courses for credit but does not work toward a degree. Students may pursue up to 12 credit hours in this classification after which they must consult with the Admission to justify continuation.
3. Auditor: One who studies without credit. Admission policies for auditors are as follows:
 - Submit the application and secure ministers' references on forms supplied by the Admissions Office.

Dual or Second Degree Students

Application procedures for a second (or dual) degree at House of Prayer Bible Seminary include:

1. Submit the application form.
2. An interview may be required upon request by the Admissions Office.

Academic Integrity

House of Prayer Bible Seminary is determined to produce students who are intellectually, spiritually and morally strong. Our hope is that the student will follow hard after truth and righteousness and make these indispensable goals of their academic studies. Knowledge of God that leads to wisdom is necessary for an effective ministry to survive. The spreading of holiness and prayer throughout the world greatly increases the importance and necessity of integrity of heart, mind and life. The faculty and students will share equally in the responsibility of maintaining the standard of academic integrity as a part of their commitment to the truth. Any action that does not maintain academic honesty and integrity is a violation of trust and compromises the character needed for ministry.

Plagiarism

Plagiarism is the presenting of another's ideas or writings as one's own. In cases of suspected student plagiarism, the instructor should take steps necessary, including meeting with the student, to determine whether plagiarism has, in fact, been committed. In cases of student plagiarism, the instructor, working with the school office, has four options, depending on his or her judgment regarding severity and recurrence of the problem:

1. Provide an opportunity for the student to redo the same or comparable assignment, typically with the grade for that assignment penalized to account for the act of plagiarism,
2. Record a failing grade for the assignment in question,
3. Fail the student for the course, and/or
4. Recommend that the student be dismissed from the seminary.

Class Attendance

The professor will establish the attendance expectation which best suits the nature of each course. Failure to meet this attendance requirement may affect a student's grades. The professor will explain the attendance policy at the beginning of each course. In order to attend a class, all students and auditors must first register for the course in which they will participate. A student will be placed on attendance probation when absent for 30% or more of two consecutive terms. When placed on attendance probation, course load is restricted and the student must meet the attendance standard required for graduation. At the end of each semester, a student on attendance probation will be reviewed by the Admissions Office to determine future academic status. After three consecutive terms of attendance problems, the student must be discontinued from the seminary. A mandatory wait period of one year will be in effect until the student is allowed to be readmitted. (The Readmitting Student procedure will need to be followed.) The professor will determine if any missing work or incomplete work is due by a student that has missed class or has been put on attendance probation.

- Tardy / Early Departures are not to exceed 20% of Semester.

VA Attendance Policy

In compliance with standards established for the Department of Veterans Affairs (DVA), GI Bill educational benefits contained in CFR 38, 21.4253 & 4254, this institution administers the following procedures:

- Records for clock-hour programs and semester-hour programs are complete and adequate to ensure compliance with DVA reporting requirements (attendance, progress and rate of pursuit).
- Unsatisfactory attendance by veteran eligible members will be reported to the DVA within 30 calendar days.
- Attendance - For students receiving GI Bill benefits while enrolled in this program, faculty members are required to maintain attendance records and report student absences to the Admissions Office on a monthly basis. Students who do not maintain an 80 percent attendance rate will be terminated.
- Standards of progress - For students receiving GI Bill benefits while enrolled in this program, progress will be measured according to the Grading System described in this catalog. Any student whose overall grade point average falls below a "2.0" will be placed on Probation.
- Probation - The following probation standards will be administered for students eligible for DVA: Any student whose overall grade point average falls below a "2.0" will be placed on academic probation. If the student fails to bring their overall average to a "2.0" after two semesters of academic probation their enrollment will be terminated.
- Recertification - Officials will manage recertification using school standards. However, students may be recertified only after their supervisor determines that conditions have returned to a satisfactory status. After two interruptions for benefits, students may not be recertified to VA for these programs.

Classification

All students who have met regular entrance requirements are classified by the Admissions Office. Classification is based on this scale:

- First Year Credit hours: **0-36**
- Second Year Credit hours: **37-72**
- Third Year Credit hours: **73-108**
- Fourth Year Credit hours: **109-144**

Depending upon workload and financial or other needs, students may choose to complete any degree in three, four or more years (maximum of ten).

Course load and enrollment status

- Full-time status is defined as **12** credit hours of coursework per semester.
- Three-Fourth is defined as **9** Credit hours of coursework per semester.
- Half-time is defined as **6** credit hours of coursework per semester.
- One-Fourth is defined as **3** credit hours of coursework per semester.

Course Repetition

A student is permitted to repeat a course in which a grade of "F" was received. In the case of a repeated course, the grade of "F" on the first attempt will be converted to "no credit" (NC) and will not be included in the calculating of the cumulative grade average upon student written request. Only the first attempted grade for a repeated course may be converted. Any additional attempts will be included in the calculating of the cumulative attempted hours and grade average. A student is not permitted to repeat a course for credit in which a passing grade was received. Failure in a core course shall necessitate its repetition.

Disability Accommodation Policy

House of Prayer Bible Seminary seeks to provide an optimal opportunity for success for qualified students with disabilities without compromising the caliber of instruction or the self-confidence of the learner. The Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against individuals with disabilities. The following policy statement describes the procedures the Seminary will follow in providing reasonable accommodations to persons with disabilities: Prior to admission into a particular degree program, an applicant should arrange an interview with the Admissions officer in the Office to discuss how projected accommodations will interface with degree program requirements.

A student having a disability requiring accommodation must provide the Seminary with documentation from a specialist certified to diagnose the particular disability.

1. The documentation provided by a physician or a certified psychologist must indicate the type of disability and the recommended accommodation.
2. The diagnosis must not be more than three years old. More current documentation may be required on a case-by-case basis.
3. It is the student's responsibility to inform the Seminary of his or her disability and of the need for accommodation. Such disclosure should be done no later than two weeks before the first day of classes for any academic term.
4. Documentation of disability must be submitted to the Admissions Office two weeks prior to the first day of classes for which the student is requesting accommodation.
5. The Admissions Office, upon review of the relevant documentation of the disability, will determine reasonable accommodations in each particular case and for each individual class. The student and instructor may be consulted during this process.
6. The accommodations will be communicated to the relevant faculty member and the student for each particular class.

Graduation

The student is held responsible for updating/changing their personal degree plan throughout the year and meeting all requirements for graduation (i.e. grade point average, attendance, and course requirements). For all degree programs and certificate programs completed, a diploma will be issued.

Medical Leave Policy

Students enrolled in any degree programs may be allowed to take time off from academic studies for documented medical or psychological reasons as prescribed by a psychologist, physician or other health care provider with proper credentials. The policy is as follows:

1. Health care provider documentation must be presented in writing, prescribing withdrawal for medical leave.
2. Student must be in active student status.
3. Student must sign an agreement stating that proper treatment will be received during medical leave.

4. Student must submit a statement, signed by a health care provider with proper credentials, clearing them to return to school.
5. Medical leave can last a maximum of two years. The student can return without going through the readmissions process. After two years, the student must apply for readmission.
6. Tuition refund will be determined by the refund policy in the current academic catalog.

Probationary Status

A student is placed on academic probation when the cumulative grade point average falls below the adequate standard for graduation (2.00-4.00 for all degree/certificate programs). When placed on academic probation, course load is restricted and the student must raise his/her cumulative grade point average to reach the standard required for graduation. At the end of each semester, a student on academic probation is reviewed by the Admissions Office to determine future academic status. A student who remains below the minimum GPA required for graduation from his/her program for two consecutive terms is normally discontinued from the seminary; after three consecutive terms of academic probationary status, the student must be discontinued from the seminary. A mandatory wait period of one year will be in effect before the student is allowed to be readmitted. (The student must follow the Readmitting Students procedure.)

Readmitting Students

After one year's absence from seminary enrollment, students who wish to attend classes must reapply. Reapplication procedures include:

1. Submitting the application form.
2. Submitting a 250-500 word statement explaining:
 - Reason for leave of absence or withdrawal
 - How circumstances have changed
 - Current plan to correct behavior

Credit Limited to Catalog Course Description

No course may be taken for either more or fewer credit hours than listed in this catalog.

Registration

Prior to the add/drop deadline for a term, students may drop and add courses without penalty. Any course dropped after the sixth week of the semester will receive a grade of "F." Lack of attendance does not constitute a dropped course.

Transcripts

An official transcript of a student's record is released only at the written request of the student to the Admissions Office and only when all accounts with the seminary are paid, except as may be otherwise required by law. Requests for official transcripts must be made in writing (no phone or email) and must include an original signature.

Transferability of Credits Earned

The transferability of credits earned at other institutions and transferred to H.O.P.B.S. is at the discretion of H.O.P.B.S. Every effort will be made to accept credit earned at another institution that will help the student complete their degree goal through the Seminary faster. The transferability of credits earned at H.O.P.B.S and transferred to another institution is at the discretion of the receiving institution.

Withdrawal from Classes

Students may drop and add classes, without penalty, during the add/drop period which is through the end of the first week of the semester. Students withdrawing from courses after the end of the first week through the end of the 6th week of each semester will receive a grade of “WD” (withdraw) on their transcript, provided that they meet the deadline. Students who miss the deadline will receive a grade of “F” for the course they are withdrawing from. See the academic calendar for specific deadline dates throughout the year, and the financial information section for the tuition refund schedule. Note that the refund schedule applies only to full withdrawals.

Withdrawal from Seminary

A student who, for any reason, finds it necessary to withdraw from school at any time other than at the close of a term is required to obtain official approval. Permission to withdraw shall be secured from the Admissions Office. A grade of "F" shall be recorded for all courses from which a student withdraws without permission or after the deadline stated in this catalog. A student who withdraws from House of Prayer Bible Seminary and later decides to return as a student will be required to reapply for admission. Lack of attendance does not constitute a withdrawal.

Grading and Evaluation

All students will be informed/evaluated of their overall progress through counseling sessions or as needed by an in-person request made to the Admissions Office. The 4.00 point system is used to compute grade point standing. The grading system is:

A	4.00	90-100
B	3.00	80-90
C	2.00	70-80 – Minimum Passing G.P.A.
D	1.00	60-70
F	0.00	59- below
AUD	Audit	
WD	Withdraw	
I	Incomplete	

Religious Accommodations

House of Prayer Bible Seminary will make good faith efforts to provide reasonable religious accommodations for students who have sincerely held religious practices or beliefs that conflict with a scheduled course/program requirement. Students requesting a religious accommodation should make the request, in writing, directly to their instructor with as much advance notice as possible. Being absent from class or other educational responsibilities does not excuse students from keeping up with any information shared or expectations set during the missed class. Students are responsible for obtaining materials and information provided during any class missed. The student shall work with the instructor to determine a schedule for making up missed work.

Examples of religious accommodations may include: rescheduling of an exam or giving a make-up exam for the student in question; altering the time of a student's presentation; allowing extra-credit assignments to be a substitute for missed class work or arranging for an increased flexibility in assignment due dates; and releasing a graduate assistant from teaching or research responsibilities on the given day.

Incomplete Work

The official end of each term is 5 p.m. on the last day of the final exam week. The 5 p.m. deadline applies to handing in all course work. Each instructor may set an earlier deadline, but not a later deadline, for submission of any or all course work. The student must petition the Admissions Office for permission to receive a grade of incomplete ("I") grade and have the relevant faculty member's support.

The petition must be received before 5 p.m. on the last day of the final exam week. A grade of "I" denotes that course work has not been completed due to an unavoidable emergency. Delinquency does not constitute an unavoidable emergency. Without an approved "I," a letter grade will be recorded based on grades received for completed work and an "F" grade assigned to incomplete work. The student has one calendar month prior to the close of the following semester to finish all work. If the work is not completed by the time designated, the "I" shall be changed to a grade of "F" unless a passing grade can be given based on work already completed. Professors are required to give either a grade or an "I," if approved, to each student registered for credit in a course. Students with an "I" in two or more classes will not be allowed to enroll in a new semester or term without permission from the Admissions Office.

Record Keeping

All student records are maintained by the school and the privacy of students is safeguarded. A record of the student's academic progress is distributed at the end of each semester. A copy can be furnished at any time to the student upon request. A student file is held with the Seminary for at least 3 years and the file will include:

Student's application	Degree program	School's transcript
Report Cards	Registration slips (Add/Drops slips, etc.)	Disciplinary actions
Schedules	Courses taken and needed to be completed	Academic Progress

Disciplinary Actions

In cases of academic dishonesty or personal or professional misconduct, it may prove necessary to dismiss the student from the Seminary or to delay completion of his/her degree program until satisfactory progress can be made in dealing with academic, professional, or personal problems. For more information, please refer to Student Handbook.

Personal/Professional Discipline

The Seminary protects the interests of the student by adhering to the following procedures:

Whenever the Seminary is presented with a problem of inappropriate conduct, personal immaturity, or evidence of emotional or mental instability that could lead to disciplinary action, or when a student demonstrates behavior that brings into question his/her fitness for ministry, the following procedure will be followed:

1. A written complaint regarding the student must be made to the Admissions Office by the injured party or his/her representative. The complaint may be sent through regular mail or in person.
2. There shall be a preliminary meeting between the student whose character or conduct has been questioned and the Admissions Office for the purpose of ascertaining the facts of the situation. In that preliminary meeting, the student shall be informed of the information in the Seminary's possession and the student shall be invited to respond. The possibility shall be explored that the charges are untrue or do not justify disciplinary action or that by some voluntary cooperation on the part of the student, the matter may be brought to a just result without the necessity of formal action. The Admissions Office shall then make a decision concerning resolution of the charges or referral to the faculty for possible dismissal.
3. Should the Admissions Office or Faculty refer the student for dismissal, a letter will be sent to the student, within ten days, for a meeting. Such a letter shall include a description of the action to be taken. The student shall be given the opportunity to comment or raise objections at this time. The Faculty, upon motion duly made, shall take the action recommended.
4. Students who are dismissed from enrollment for such reasons may be considered for readmission by the Admissions Office following appropriate assessment and consultation with the faculty.

Programs of Study

Certificate Programs

Certificate in Biblical Development

The Certificate in Biblical Development is a non-degree program intended to enable individuals access to a basic curriculum in order to develop a general knowledge of the Bible. This is a two year study program (90 Credit Hours / 2,160 Clock Hours). This program will provide academic opportunities for those who are seeking an overall knowledge in biblical studies.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions Office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

2020-2021 First Semester - February 22 Second Semester - June 21 Third Semester - October 18

2021-2022 First Semester - February 21 Second Semester - June 20 Third Semester - October 17

Biblical Development (Certificate **90 Credit Hours / 2,160 Clock Hours**)

Courses Offered	Credit Hours	Clock Hours
CD 640 The Bible in the Christian Life I	3	72
CD 645 The Bible in the Christian Life II	3	72
CD 650 Scripture in Practice I	3	72
CD 655 Scripture in Practice II	3	72
LAW 110 Genesis I	3	72
LAW 115 Genesis II	3	72
LAW 120 Exodus I	3	72
LAW 125 Exodus II	3	72
LAW 130 Leviticus I	3	72
LAW 135 Leviticus II	3	72
MP 425 Amos, Hosea, and Micah	3	72
MP 465 Isaiah I	3	72
MP 470 Isaiah II	3	72
MS 100 Crisis Response Ministry I	3	72
MS 105 Crisis Response Ministry II	3	72
NT 120 Matthew	3	72
NT 130 Mark	3	72
NT 205 Acts I	3	72
NT 210 Acts II	3	72
NT 225 Hebrews I	3	72
NT 230 Hebrews II	3	72

NT	235	Ministry to Children I	3	72
NT	240	Ministry to Children II	3	72
NT	245	The Church in Society I	3	72
NT	250	The Church in Society II	3	72
SF	825	Spiritual Life and Community I	3	72
SF	830	Spiritual Life and Community II	3	72
WIS	325	Psalms I	3	72
WIS	330	Psalms II	3	72
WIS	335	Psalms III	3	72
			90 Credit Hours	2,160 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C

(A typical daily schedule will have this format but not necessarily these classes.)

Certificate in Advanced Biblical Development

The Certificate in Advanced Biblical Development is a non-degree program intended to enable individuals access to an advanced curriculum in order to develop a complete knowledge of the Bible. This is a two year study program (90 Credit Hours / 2,160 Clock Hours). This program will provide academic opportunities for those who are seeking a comprehensive knowledge in Biblical studies.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

2020-2021 First Semester - February 22	Second Semester - June 21	Third Semester - October 18
2021-2022 First Semester - February 21	Second Semester - June 20	Third Semester - October 17

Advanced Biblical Development (Certificate **90 Credit Hours / 2,160 Clock Hours**)

Courses Offered			Credit Hours	Clock Hours
LAW	100	The Pentateuch I	3	72
LET	330	1 Corinthians	3	72
LET	335	2 Corinthians	3	72
MP	430	Zephaniah, Nahum and Habakkuk	3	72
MP	475	Jeremiah I	3	72
MP	480	Jeremiah II	3	72
MS	80	Community Outreach I	3	72
MS	85	Community Outreach II	3	72
MS	90	Disaster Response Ministry I	3	72
MS	95	Disaster Response Ministry II	3	72
NT	140	Luke	3	72
NT	150	John	3	72
NT	215	Romans I	3	72
NT	220	Romans II	3	72
NT	255	Ministry to the Local Church I	3	72
NT	260	Ministry to the Local Church II	3	72
NT	265	The Ministry of Helps I	3	72
NT	270	The Ministry of Helps II	3	72
OT	140	Joshua I	3	72
OT	145	Joshua II	3	72
OT	150	Judges	3	72
OT	235	Ruth	3	72
SF	835	Spirituality and The Family I	3	72
SF	840	Spirituality and The Family II	3	72
SF	845	Spiritual Anthropology I	3	72
SF	850	Spiritual Anthropology II	3	72
WIS	340	Job I	3	72
WIS	345	Job II	3	72
WIS	350	Proverbs	3	72
WIS	355	Ecclesiastes and Song of Solomon	3	72
			90 Credit Hours	2,160 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C

(A typical daily schedule will have this format but not necessarily these classes.)

Certificate in Christian Principles

The Certificate in Christian Principles is a non-degree program intended to enable individuals to realize the importance in biblical teachings and the administrations of those principles. This is a two year study program (90 Credit Hours/ 2,160 Clock Hours). This program will provide academic opportunities for those who are seeking a foundation in fundamental truths.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions Office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

2020-2021 First Semester - February 22 Second Semester - June 21 Third Semester - October 18
 2021-2022 First Semester - February 21 Second Semester - June 20 Third Semester - October 17

Christian Principles (Certificate **90 Credit Hours / 2,160 Clock Hours**)

Courses Offered		Credit Hours	Clock Hours	
BT	660	Bible Study Methods I	3	72
BT	665	Bible Study Methods II	3	72
BT	670	Customs of the Bible I	3	72
BT	675	Customs of the Bible II	3	72
BT	680	Biblical Word Studies I	3	72
BT	685	Biblical Word Studies II	3	72
CD	660	Christian Ethics I	3	72
CD	665	Christian Ethics II	3	72
CH	650	History of the Jewish People I	3	72
CH	655	History of the Jewish People II	3	72
LAW	105	The Pentateuch II	3	72
LET	340	Galatians	3	72
LET	345	Ephesians	3	72
LET	350	Philippians	3	72
LET	360	Colossians and Philemon	3	72
LET	365	1 Thessalonians	3	72
LET	370	2 Thessalonians	3	72
MP	420	Joel and Jonah	3	72
MP	435	Haggai and Zechariah	3	72
MP	440	Obadiah and Malachi	3	72
MP	485	Ezekiel I	3	72
MP	490	Ezekiel II	3	72
NT	275	The Church and Its Mission I	3	72
NT	280	The Church and Its Mission II	3	72

OT	160	1 and 2 Samuel	3	72
OT	170	1 and 2 Kings	3	72
OT	180	1 and 2 Chronicles	3	72
OT	185	Ezra	3	72
OT	190	Nehemiah	3	72
OT	195	Esther	3	72
			90 Credit Hours	2,160 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C

(A typical daily schedule will have this format but not necessarily these classes.)

Certificate in Advanced Discipleship

The Certificate in Advanced Discipleship is a non-degree program intended to enable individuals access to an advanced curriculum in order to strengthen their spiritual life and knowledge of the Bible. This is a three and a half year study program (126 Credit Hours/ 3,024 Clock Hours). This program will provide academic opportunities for those who are committed to a significant continuing education in Biblical studies.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions Office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

2020-2021 First Semester - February 22 Second Semester - June 21 Third Semester - October 18
 2021-2022 First Semester - February 21 Second Semester - June 20 Third Semester - October 17

Advanced Discipleship (Certificate **126 Credit Hours / 3,024 Clock Hours**)

Courses Offered	Credit Hours	Clock Hours
BT 650 Practical Theology III	3	72
CH 625 Church History III	3	72
CH 645 History of Revival	3	72
CS 100 N.M.I.T.B. I	3	72

Courses Offered			Credit Hours	Clock Hours
CS	101	N.M.I.T.B. II	3	72
CS	200	N.M.I.T.B. I	3	72
CS	201	N.M.I.T.B. II	3	72
DO	635	Pneumatology II	3	72
DO	720	Dispensations III	3	72
LAW	115	Genesis II	3	72
LET	325	Pauline Epistles III	3	72
LET	520	General Epistles III	3	72
MP	415	Major Prophets III	3	72
MS	10	Hospital/Nursing Homes I	3	72
MS	15	Hospital/Nursing Homes II	3	72
MS	20	Rehabilitation/Correctional Institutions I	3	72
MS	25	Rehabilitation/Correctional Institutions II	3	72
MS	30	Pastoral Ministry I	3	72
MS	35	Pastoral Ministry II	3	72
MS	40	Social Concerns and Ethics I	3	72
MS	45	Social Concerns and Ethics II	3	72
MS	50	Personal Evangelism I	3	72
MS	55	Personal Evangelism II	3	72
MS	60	Life Application I	3	72
MS	65	Life Application II	3	72
MS	270	Christian Missions II	3	72
MU	100	Musical Training I	3	72
MU	105	Musical Training II	3	72
NT	120	Matthew	3	72
NT	130	Mark	3	72
NT	140	Luke	3	72
NT	150	John	3	72
NT	155	The Teaching Of Jesus	3	72
NT	220	Romans II	3	72
PR	740	Ministerial Ethics	3	72
PRO	440	Daniel III	3	72
PRO	525	Revelation III	3	72
PT	425	Pastoral Epistles III	3	72
SF	805	Ministerial and Spiritual Development I	3	72
SF	815	Ministerial and Spiritual Development II	3	72
SF	820	Power of Prayer III	3	72
SF	900	Church Administration	3	72
			126 Credit Hours	3,024 Clock Hours

Daily Schedule

Course Names	Days	Time	Break	Room
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C

(A typical daily schedule will have this format but not necessarily these classes.)

Degree Programs

Bachelor's Degree of Advanced Biblical Studies

The Bachelor's Degree of Advanced Biblical Studies (B.A.B.S) program consists of a (144 Credit Hours / 3,456-clock-hour) program of study designed primarily as preparation for service in the ministry. This program will equip the student with the spirituality, knowledge and practical application to help, guide, and service the Christian community. This program covers the whole Bible, the doctrinal views of Christianity and the spiritual formation of an individual.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions Office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

2020-2021 First Semester - February 22 Second Semester - June 21 Third Semester - October 18

2021-2022 First Semester - February 21 Second Semester - June 20 Third Semester - October 17

Advanced Biblical Studies Major (**Bachelor's Degree 144 Credit Hours / 3,456 Clock Hours**)

Courses Offered	Credit Hours	Clock Hours
BT 630 Practical Theology I	3	72
BT 640 Practical Theology II	3	72
CD 625 Discipleship I	3	72
CD 635 Discipleship II	3	72
CH 605 Church History I	3	72
CH 615 Church History II	3	72
DO 600 Doctrines I	3	72
DO 610 Doctrines II	3	72
DO 620 Doctrines III	3	72
DO 630 Pneumatology I	3	72
DO 700 Dispensations I	3	72
DO 710 Dispensations II	3	72
LAW 100 The Pentateuch I	3	72
LAW 110 Genesis I	3	72
LAW 120 Exodus I	3	72
LAW 130 Leviticus I	3	72
LET 305 Pauline Epistles I	3	72
LET 315 Pauline Epistles II	3	72
LET 500 General Epistles I	3	72
LET 510 General Epistles II	3	72
MP 400 Major Prophets I	3	72
MP 410 Major Prophets II	3	72

MP	450	Minor Prophets I	3	72
MP	460	Minor Prophets II	3	72
MS	10	Hospital/Nursing Homes I	3	72
MS	15	Hospital/Nursing Homes II	3	72
MS	20	Rehabilitation/Correctional Institutions I	3	72
MS	25	Rehabilitation/Correctional Institutions II	3	72
MS	30	Pastoral Ministry I	3	72
MS	35	Pastoral Ministry II	3	72
MS	40	Social Concerns and Ethics I	3	72
MS	45	Social Concerns and Ethics II	3	72
MS	50	Personal Evangelism I	3	72
MS	55	Personal Evangelism II	3	72
MS	60	Life Application I	3	72
MS	65	Life Application II	3	72
MS	265	Christian Missions I	3	72
MU	100	Musical Training I	3	72
MU	105	Musical Training II	3	72
NT	105	Harmony of the Gospels I	3	72
NT	115	Harmony of the Gospels II	3	72
NT	205	Acts I	3	72
NT	215	Romans I	3	72
NT	225	Hebrews I	3	72
OT	200	Historical Books I	3	72
OT	210	Historical Books II	3	72
OT	220	Historical Books III	3	72
PR	720	Pulpit Protocol I	3	72
PR	730	Pulpit Protocol II	3	72
PRO	420	Daniel I	3	72
PRO	430	Daniel II	3	72
PRO	505	Revelation I	3	72
PRO	515	Revelation II	3	72
PT	405	Pastoral Epistles I	3	72
PT	415	Pastoral Epistles II	3	72
PT	650	Pastoral Theology I	3	72
PT	660	Pastoral Theology II	3	72
SF	800	Power of Prayer I	3	72
SF	810	Power of Prayer II	3	72
WIS	300	Poetical Books I	3	72
WIS	310	Poetical Books II	3	72
WIS	320	Poetical Books III	3	72
			144 Credit Hours	3,456 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C

(A typical daily schedule will have this format but not necessarily these classes.)

Associate's Degree of Biblical Studies

The Associate's Degree of Biblical Studies (A.B.S) program consists of a (72 Credit Hours / 1,728-clock -hour) program of study designed primarily as preparation for service in the ministry. This program will equip the student with the spirituality, knowledge and practical application to help, guide, and service the Christian community. This program covers the whole Bible, the doctrinal views of Christianity and the spiritual formation of an individual.

Admissions Requirements and Procedures

1. Application for admission must be made through the Admissions Office.
2. High School Diploma or General Equivalency Diploma.
3. Pastoral Recommendation.
4. The Admissions Office will act on the application for admission and will give prayerful consideration to each application and accompanying materials and will, in its sole judgment and discretion, determine whether the applicant meets the standards and criteria for admission.

Admissions Deadlines

Term Deadline

2020-2021 First Semester - February 22 Second Semester - June 21 Third Semester - October 18
2021-2022 First Semester - February 21 Second Semester - June 20 Third Semester - October 17

Biblical Studies Major (Associate's Degree 72 Credit Hours / 1,728 Clock Hours)

Courses Offered	Credit Hours	Clock Hours
BT 630 Practical Theology I	3	72
CD 625 Discipleship I	3	72
CH 605 Church History I	3	72
DO 600 Doctrines I	3	72
DO 630 Pneumatology I	3	72
DO 700 Dispensations I	3	72
LAW 100 The Pentateuch I	3	72
LAW 110 Genesis I	3	72
LET 305 Pauline Epistles I	3	72
LET 500 General Epistles I	3	72
MP 400 Major Prophets I	3	72
MP 450 Minor Prophets I	3	72
MS 10 Hospital/Nursing Homes I	3	72
MS 15 Hospital/Nursing Homes II	3	72
MS 20 Rehabilitation/Correctional Institutions I	3	72
MS 25 Rehabilitation/Correctional Institutions II	3	72
MS 30 Pastoral Ministry I	3	72
MS 35 Pastoral Ministry II	3	72
MS 40 Social Concerns and Ethics I	3	72
MS 45 Social Concerns and Ethics II	3	72
MS 50 Personal Evangelism I	3	72
MS 55 Personal Evangelism II	3	72
MS 60 Life Application I	3	72

MS	65	Life Application II	3	72
MS	265	Christian Missions I	3	72
MU	100	Musical Training I	3	72
MU	105	Musical Training II	3	72
NT	105	Harmony of the Gospels I	3	72
NT	205	Acts I	3	72
NT	215	Romans I	3	72
OT	200	Historical Books I	3	72
PR	720	Pulpit Protocol I	3	72
PRO	420	Daniel I	3	72
PRO	505	Revelation I	3	72
PT	405	Pastoral Epistles I	3	72
PT	650	Pastoral Theology I	3	72
SF	800	Power of Prayer I	3	72
WIS	300	Poetical Books I	3	72

72 Credit Hours

1,728 Clock Hours

Daily Schedule

<i>Course Names</i>	<i>Days</i>	<i>Time</i>	<i>Break</i>	<i>Room</i>
Genesis	Tuesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Historical Books I	Wednesday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Acts	Thursday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C
Hebrews	Friday	8:00 AM-12:30 PM	10:05-10:15 AM	Room C

(A typical daily schedule will have this format but not necessarily these classes)

Graduation Requirements

1. Satisfy clock—hour requirement.
2. Attain a cumulative grade point average of at least 2.00/4.00.
3. Maintain a satisfactory attendance record.
4. Apply for graduation through Admission Office.

The Faculty of H.O.P.B.S

Administration

Gerard C. Robertson, Director
 Marcus A. Labat, Controller
 Omar A. Garcia, Registrar
 Cesar Vargas, Service Coordinator
 David A. Reip, Publications

Faculty

Rev. Jim B. Benton
 Rev. Joseph Breen
 Rev. Darnell Emmanuel
 Rev. Joseph T. Fryar
 Rev. Omar A. Garcia
 Rev. David L. Huff
 Rev. Joshua C. Maier
 Rev. Erique Miller
 Rev. Marcus A. Labat
 Rev. Dennis R. Nostrant
 Rev. Jerome Patterson
 Rev. Gerard C. Robertson
 Rev. Gabriel Sullivan
 Rev. Cesar Vargas

Course Descriptions

Course Description Index

Index	Subject
BT	Biblical Theology
CD	Christian Discipleship
CS	Character Studies
CH	Church History
DO	Christian Doctrines
LAW	The Torah
LET	Letters of the Apostles
MP	Major and Minor Prophets
MS	Christian Missions
MU	Music
NT	New Testament
OT	Old Testament
PR	Preaching
PRO	Prophecy
PT	Pastoral Theology
SF	Spiritual Formation
WIS	Wisdom and Poetical Literature

Overview

These courses are excellent choices of study for the individual who desires a solid Biblical foundation in the context of spiritual education. The H.O.P.B.S equips students with a strong groundwork for the future. In the duration of study, the student is exposed to the areas of: Bible study, Bible doctrine, an overview of the Old and New Testaments, principles of evangelism and discipleship, and an introduction to spiritual life and ministry formation.

In Action

The programs offered by the House of Prayer Bible Seminary will equip a student to use his or her gifts and knowledge in many ways. Some examples are: Pastor, Associate Pastor, Youth Pastor, Bible Teacher, Missionary, Church Planter, etc.

Course Descriptions

BT *Biblical Theology*

BT 630 Practical Theology I—3 semester hours

This course is a systematic study that will cover the qualities of a pioneer worker. Topics included are: An Intense Love for the Lord Jesus, A Complete and Unreserved Consecration, A Constant Spirit-Filled and Led Life, A Constant Prayer Life and a Life of Prayer, A Man of Vibrant Faith, and Perseverance.

BT 640 Practical Theology II—3 semester hours

This course is a systematic study of the secondary qualities of a pioneer worker. Topics included are: An Intense Radiant Love for People, An Unfailing Cheerful Spirit Towards All, Personal Appearance and Good Manners, The Heart of A Shepherd, Humility, Lowliness and Contriteness of Heart.

BT 650 Practical Theology III—3 semester hours

This course is part two of a systematic study of the secondary qualities of a pioneer worker. Topics included are: The Pastor and His Family, Beware of Covetousness, A Willing and Joyful Sufferer for Christ, Keep Thyself Pure, To Be a Student, Be Strong in the Lord.

BT 660 Bible Study Methods I—3 semester hours

This course covers various methods of Bible study to prepare the student for an exciting lifetime of Bible pursuit for personal growth and teaching opportunities. Bible study methods covered are: Individual book study, topical study, and biographical study.

BT 665 Bible Study Methods II—3 semester hours

This course covers various methods of Bible study to prepare the student for an exciting lifetime of Bible pursuit for personal growth and teaching opportunities. Bible study methods covered are: Study of types, chronological study, and practical study.

BT 670 Customs of the Bible I—3 semester hours

This course will define and explain customs and practices of the Bible and survey how these customs affect the understanding, practices and culture of Biblical times. Topics covered will be Bible History, Archaeology, Gentile Nations, Geography, Animals, and Agriculture.

BT 675 Customs of the Bible II—3 semester hours

This course will define and explain customs and practices of the Bible and survey how these customs affect the understanding, practices and culture of Biblical times. Topics covered will be Tools, Trade, Transportation, Warfare and Weapons, Governments, Money, Worship Rituals, Food and Clothing, Music, and Architecture.

BT 680 Biblical Word Studies I—3 semester hours

This course is designed to enable students with no prior knowledge of Hebrew to engage in basic word studies and grammatical exercises. There will also be the utilization of study aids, such as lexicons, concordances, etc.

BT 685 Biblical Word Studies II—3 semester hours

This course is designed to enable students with no prior knowledge of Greek to engage in basic word studies and grammatical exercises. There will also be the utilization of study aids, such as lexicons, concordances, etc.

CD *Christian Discipleship*

CD 625 Discipleship I—3 semester hours

This course challenges the student to consider his or her responsibility to "make disciples" for Jesus Christ. The student will be taught how to present the gospel to people of diverse cultures in our contemporary world, with the expectation of doing so as a course requirement. In addition, methods of assisting a new follower of Jesus in his or her journey with Him will be explored.

CD 635 Discipleship II—3 semester hours

This course covers the study of the Biblical basis of evangelism and those disciplines of the Christian life of which personal evangelism is a natural outflow. In addition, methods of assisting a new follower of Jesus in his or her journey with Him will be explored.

CD 640 The Bible in the Christian Life I—3 semester hours

This course will consider the power of scripture to shape the life of a believer in Jesus Christ. Topics will include: Conceptions of Scriptural Authority and the Power of Scripture.

CD 645 The Bible in the Christian Life II—3 semester hours

This course will consider the power of scripture to shape the life of a believer in Jesus Christ. Topics will include: Reading by the Rule of Faith and Reading to Shape the Christian Life.

CD 650 Scriptures in Practice I—3 semester hours

This course is designed to introduce the believer to the doctrine of the Bible and how to live out his/her faith in everyday life. The objective is to provide a ministry context where the student can integrate theory and practice.

CD 655 Scriptures in Practice II—3 semester hours

This course is designed to introduce the believer to the doctrine of the Bible and how to live out his/her faith in everyday life. The objective is to provide a ministry context where the student can integrate theory and practice.

CD 660 Christian Ethics I—3 semester hours

This course will examine six major ethical views of Christian ethics. Topics will include: Antinomianism, Situationism, Generalism, Unqualified Absolutism, Conflicting Absolutism, and Graded Absolutism.

CD 665 Christian Ethics II—3 semester hours

The course will examine the basic principles of Christian morality. Topics will include: An introduction to Biblical Ethics, Ethics found in the Old Testament, The Ethical teachings of Jesus Christ, Paul and other New Testament writers on Ethics.

CH *Church History*

CH 605 Church History I—3 semester hours

This course is a history of the Early Church spanning from its beginnings to Gregory the Great in 590 A.D. It will introduce students to the major events, personalities, and ideas which shaped the life and thought of the early church. We will encourage students to think historically about the Church's past and to read the major texts of the early Church Fathers for themselves. Topics and personalities covered include the Apostolic Fathers, Irenaeus, Tertullian, Origen, Trinitarian and Christological debates, Augustine, the rise of monasticism, and martyrdom.

CH 615 Church History II—3 semester hours

This course is a history of the Medieval Church spanning from Gregory the Great to the Reformation in 1517 A.D. It will introduce students to the major events, individuals, and ideas which shaped the Medieval Church. We will help students understand the historical context which shaped the development of medieval doctrine. Topics covered include: the influence of Aristotelian philosophy on medieval doctrine, Thomas Aquinas, Anselm, Abelard, the pastoral doctrine of Gregory the Great, the rise of the monastic orders, John Duns Scotus, William Ockham, and Medieval mysticism.

CH 625 Church History III—3 semester hours

This course is a history of the Modern Church spanning from the Reformation to the present day. It will introduce students to the major events, personalities, and ideas which shaped the Reformation of the sixteenth and seventeenth centuries to the current age. We will encourage students to think historically about the Church's past and to read major doctrinal texts from the Reformation for themselves. Topics and personalities covered include: Martin Luther, John Calvin, justification by faith, Anabaptism, the rise of Puritanism, the globalization of Christianity, the First and Second Great Awakenings, the history of missionary movements, global Christianity, and the postmodern church.

CH 645 History of Revival—3 semester hours

This course emphasizes biblical teaching and examples of revival and evangelism. This study surveys important revival and evangelistic movements throughout church history. Major attention is given to the church in the United States with references to revivalism and evangelism, stressing background conditions, people, messages and movements, along with their effectiveness and significance.

CH 650 History of the Jewish People I—3 semester hours

This course is designed to show how the Christian faith is rooted in Jewish history. The feasts and festivals of Israel are explained with a New Testament meaning. This purpose is to assist the student in understanding the common threads and basis of Judeo-Christian values.

CH 655 History of the Jewish People II—3 semester hours

This course is designed to show how the Christian faith is rooted in Jewish history. A contrast and comparison of Jewish and Christian doctrine in relation to the Messiah will be studied. The purpose is to assist the student in understanding the common threads and basis of Judeo-Christian values.

CS *Character Studies*

CS 100 Notable Men in the Bible I—3 semester hours

This course is a study which examines various well-known men in the Bible. Much is learned about godly characteristics from examining the lives of these men as revealed in the Scriptures.

CS 101 Notable Men in the Bible II—3 semester hours

This course is a study which examines various well-known men in the Bible. Much is learned about godly characteristics from examining the lives of these men as revealed in the Scriptures.

CS 200 Notable Women in the Bible I—3 semester hours

This course is a study which examines various well-known women in the Bible. Much is learned about godly characteristics from examining the lives of these women as revealed in the Scriptures.

CS 201 Notable Women in the Bible II—3 semester hours

This course is a study which examines various well-known women in the Bible. Much is learned about godly characteristics from examining the lives of these women as revealed in the Scriptures.

DO *Christian Doctrines*

DO 600 Doctrines I—3 semester hours

This is a foundational course, primarily using a biblical approach that surveys basic teachings of the church and their implications for life. Specifically, the course will survey Bibliology, Angelology and Theology Proper. Special attention will be paid to key terms, concepts and Biblical texts. The course will also introduce the various branches of doctrine.

DO 610 Doctrines II—3 semester hours

This is a foundational course, primarily using a biblical approach that surveys basic teachings of the church and their implications for life. Specifically, the course will survey Christology, Anthropology, and Soteriology. Special attention will be paid to key terms, concepts and Biblical texts. The course will also introduce the various branches of doctrine.

DO 620 Doctrines III—3 semester hours

This is a foundational course that surveys basic teachings of the church and their implications for life. Specifically, the course will survey Ecclesiology and Eschatology. Special attention will be paid to key terms, concepts and biblical texts. The course will also introduce the various branches of doctrine.

DO 630 Pneumatology I—3 semester hours

This is a foundational course, which uses a biblical approach to survey Pneumatology, the personality and deity of the Holy Spirit, His work in creation and inspiration, His place in the life and work of Christ, His ministry in the age of grace and His indwelling in the believer to produce the fruit of the Spirit.

DO 635 Pneumatology II—3 semester hours

This course places special emphasis on acquainting the student with the operational activities of each spiritual gift and how the gifts all work together to compliment the body of Christ.

DO 700 Dispensation I—3 semester hours

This course is an in-depth examination of the definition, history and the system of biblical interpretation known as dispensations. An overview of each dispensation Eternity Past, Innocence, and Conscience is included. This course will enable the student to appreciate the biblical basis of Dispensations and to understand and to employ the system of dispensations.

DO 710 Dispensation II—3 semester hours

This course is an in-depth examination of the definition, history and the system of biblical interpretation known as dispensations. An overview of each dispensation Human Government, Promise, and Law is included. This course will enable the student to appreciate the biblical basis of Dispensations and to understand and to employ the system of dispensations.

DO 720 Dispensation III—3 semester hours

This course is an in-depth examination of the definition, history and the system of biblical interpretation known as dispensations. An overview of each dispensation Grace, Millennium, and Eternity Future is included. This course will enable the student to appreciate the biblical basis of Dispensations and to understand and to employ the system of dispensations.

LAW *The Torah*

LAW 100 The Pentateuch I—3 semester hours

This course examines the books of the Pentateuch to understand the purpose and message of each. Topical studies focus on particular exegetical, historical, and institutional issues. Special attention is paid to the book of Numbers.

LAW 105 The Pentateuch II—3 semester hours

This course examines the books of the Pentateuch to understand the purpose and message of each. Topical studies focus on particular exegetical, historical, and institutional issues. Special attention is paid to the the book of Deuteronomy.

LAW 110 Genesis I—3 semester hours

This course provides an in-depth analysis of Genesis chapters 1-25. We will cover the book's purpose and message through its Biblical-doctrinal development in order to reclaim its practical use and teaching in the church.

LAW 115 Genesis II—3 semester hours

This course provides an in-depth analysis of Genesis chapters 26-50. We will cover the book's purpose and message through its Biblical-doctrinal development in order to reclaim its practical use and teaching in the church.

LAW 120 Exodus I—3 semester hours

This course will examine the book of Exodus and provide students with opportunities to learn about the life of Moses and how he was a type of Christ. The focus is on developing appropriate interpretive skills for the ministry covering chapters 1-20.

LAW 125 Exodus II—3 semester hours

This course will examine the book of Exodus and provide students with opportunities to learn about the life of Moses and how he was a type of Christ. The focus is on developing appropriate interpretive skills for the ministry covering chapters 21-40.

LAW 130 Leviticus I—3 semester hours

This course will explore the major exegetical issues in the Book of Leviticus, chapters 1-13. Students will refine their views of atonement, holiness, worship, the healing of human brokenness, and the hallowing of time and work.

LAW 135 Leviticus II—3 semester hours

This course will explore the major exegetical issues in the Book of Leviticus, chapters 14-27. Students will refine their views of atonement, holiness, worship, the healing of human brokenness, and the hallowing of time and work.

LET *Letters of the Apostles*

LET 305 Pauline Epistles I—3 semester hours

This course is an overview of 1 and 2 Corinthians, with attention given to the background, Church problems, doctrine and practical applications of these books.

LET 315 Pauline Epistles II—3 semester hours

This course is an overview of the Epistle of Galatians, Ephesians, and Philippians. Topics include the doctrine of justification by faith, the Spirit-filled life, the person and work of Christ and the exalted position of the Church.

LET 325 Pauline Epistles III—3 semester hours

This course is an overview of Colossians, giving special attention to the teachings about legalism and Christ as Lord of creation and the Head of the Church. We will also consider the historical setting of 1 and 2 Thessalonians while learning the importance of the Christian life from the perspective of the second coming of Christ.

LET 330 1 Corinthians—3 semester hours

This course is studied under the following inquiries: authorship, date, circumstances of writing, and conditions in Corinth. Emphasis is given to its doctrine, especially in reference to spiritual gifts.

LET 335 2 Corinthians—3 semester hours

This course is studied under the following inquiries: authorship, date, circumstances of writing, and conditions in Corinth. Emphasis is given to its doctrine, its Pentecostal emphasis, and the relevance of its doctrinal principles for the contemporary church.

LET 340 Galatians—3 semester hours

This course will be an exegetical study of Paul's letters to the Galatians believers. Special attention is given to following: The Pauline argument with investigation into the historical background and doctrinal issues.

LET 345 Ephesians—3 semester hours

This course will be an exegetical study of Paul's letters to the Ephesian believers. Special attention is given to following: The Pauline argument with investigation into the historical background and doctrinal issues.

LET 350 Philippians—3 semester hours

This course is an exegetical study of Paul's letter to the Philippians. It includes introductory and background analysis, investigation of interpretive problems, and survey the contents as well as key doctrinal concepts. This course also includes an examination of the doctrinal and practical relevance of Philippians for Christian living and ministry.

LET 360 Colossians and Philemon—3 semester hours

This course is an exegetical study of Colossians and Philemon, with special attention on the social and historical context of the books. Emphasis will also be placed on application of the message to believers and Christ's relation to the Church.

LET 365 1 Thessalonians—3 semester hours

This course introduces the church at Thessalonica and reviews the start of this church in Acts 17 during Paul's second missionary journey. The course includes a careful exposition of Paul's letter to the Thessalonians. Students will learn the themes and doctrines of the book.

LET 370 2 Thessalonians—3 semester hours

This course continues the study of the church at Thessalonica. The course includes a careful exposition of key sections of the letter to the Thessalonians. Students will learn the themes and doctrines of the book.

LET 500 General Epistles I—3 semester hours

This course is an expository study of the Epistles of James, which is analyzed against its historical background for its unique contributions to the life of the church and to the practice of the individual believer. Particular attention is paid to problems related to the incursion of false teachings.

LET 510 General Epistles II—3 semester hours

This course is an expository study of the Epistles of 1st Peter, 2nd Peter and Jude, which are analyzed against their historical backgrounds for their unique contributions to the life of the Church and to the practices of the individual believer. Particular attention is given to problems related to the incursion of false teachings.

LET 520 General Epistles III—3 semester hours

This course is an expository study of the epistles of 1 John, 2 John, and 3 John. These Epistles are analyzed against their historical backgrounds for their unique contributions to the life of the Church and to the practice of the individual believer. Particular attention is given to problems related to the incursion of false teachings.

MP *Major and Minor Prophets*

MP 400 Major Prophets I—3 semester hours

This course studies the book of Isaiah as an overview and its most significant parts, with special attention given to the prophet as a man of God. Such topics that will be covered are: the call of Isaiah, unique features of his calling and ministry, his messages to Israel and surrounding nations.

MP 410 Major Prophets II—3 semester hours

This course studies the book of Jeremiah as an overview and its most significant parts, with special attention given to the prophet as a man of God. Such topics that will be covered are: the call of Jeremiah, unique features of his calling and ministry, his messages to Israel and surrounding nations.

MP 415 Major Prophets III—3 semester hours

This course studies the book of Ezekiel as an overview and its most significant parts, with special attention given to the prophet as a man of God. Such topics that will be covered are: the call of Ezekiel, unique features of his calling and ministry, his messages to Israel and surrounding nations.

MP 420 Joel and Jonah—3 semester hours

This course will study the authorship, background and historical settings of each prophet. Special emphasis will be placed on the doctrinal importance of each book and the spiritual significance of prophecy to both Israel and the world.

MP 425 Amos, Hosea, and Micah—3 semester hours

This course will study the authorship, background and historical settings of each prophet. Special emphasis will be placed on the doctrinal importance of each book and the spiritual significance of prophecy to both Israel and the world.

MP 430 Zephaniah, Nahum, and Habakkuk—3 semester hours

This course includes an examination of significant issues, themes, and passages. The role of prophets and prophecy in ancient Israel, as well as the major forms of prophetic speech, are considered. Special emphasis is placed on the messianic element of the prophets' messages and their significance for our understanding of the New Testament revelation concerning Christ.

MP 435 Haggai and Zechariah—3 semester hours

This course will study the authorship, background and historical settings of each prophet. Special emphasis will be placed on the doctrinal and biblical importance of each book. Includes the spiritual significance of prophecy to both Israel and the world.

MP 440 Obadiah and Malachi—3 semester hours

This course is studied with consideration given to historical-critical issues (such as authorship, historical and biographical background), but the primary emphasis is on literary characteristics and doctrinal significance. Exegetical treatment of these books is selective and representative. Special attention will be given to a Pentecostal reading of the text.

MP 450 Minor Prophets I—3 semester hours

This course analyzes the oracles and messages of six of the twelve Minor Prophets, exploring the function of the prophets and the special hermeneutics of prophetic literature. Attention is given to the literary argument and doctrinal content of the text so that these books may be reclaimed for practical use and teaching in the church.

MP 460 Minor Prophets II—3 semester hours

This course analyzes the oracles and messages of six of the twelve Minor Prophets, exploring the function of the prophets and the special hermeneutics of prophetic literature. Attention is given to the literary argument and doctrinal content of the text so that these books may be reclaimed for practical use and teaching in the church.

MP 465 Isaiah I—3 semester hours

This course is an introduction to and commentary on Isaiah covering chapters 1-33. The student will learn the historical and doctrinal background of the prophecy of Isaiah and its meaning for Israel and the world. Emphasis will be given on identifying the attributes, character, mission, and specific roles of the Messiah.

MP 470 Isaiah II—3 semester hours

This course is an introduction to and commentary on Isaiah covering chapters 34-66. The student will learn the historical and doctrinal background of the prophecy of Isaiah and its meaning for Israel and the world. Emphasis will be on identifying the attributes, character, mission, and specific roles of the Messiah.

MP 475 Jeremiah I—3 semester hours

This course is an introduction to and commentary on Jeremiah covering chapters 1-26. The student will learn the historical background of the prophecy of Jeremiah and its meaning for Israel and the world. Emphasis will be on the messages and relevance for today's church.

MP 480 Jeremiah II—3 semester hours

This course is an introduction to and commentary on Jeremiah covering chapters 27-52. The student will learn the historical background of the prophecy of Jeremiah and its meaning for Israel and the world. Emphasis will be on the messages and relevance for today's church.

MP 485 Ezekiel I—3 semester hours

This course is an introduction to and commentary on the book of Ezekiel chapters 1-24. The student will learn the historical background of the prophecy of Ezekiel and its meaning for Israel and the world. Emphasis will be placed on God's great deliverance for His people during Israel's apostasy.

MP 490 Ezekiel II—3 semester hours

This course is an introduction to and commentary on the book of Ezekiel chapters 25-48. The student will learn the historical background to the prophecy of Ezekiel and its meaning for Israel and the world. Emphasis will be placed on God's great deliverance for His people during Israel's apostasy.

MS *Christian Missions*

MS 10 Hospital/Nursing Homes I—3 semester hours

This course provides a foundational understanding for working with patients and families who are in a healthcare setting. It will contribute to a sense of calling and competence in healthcare ministry for ministers.

MS 15 Hospital/Nursing Homes II—3 semester hours

This course provide a foundational understanding for working with staff who are in a healthcare setting. It will contribute to a sense of calling and competence in healthcare ministry for ministers.

MS 20 Rehabilitation/Correctional Institutions I—3 semester hours

This course is to familiarize a student with correctional establishments, policy, and protocol. The student will learn how to minister to the needs of occupants, families and staff in order to respond properly to any issue.

MS 25 Rehabilitation/Correctional Institutions II—3 semester hours

This course is to familiarize a student with correctional establishments, policy, and protocol. The student will learn how to minister to the needs of occupants, families and staff in order to respond properly to any issue.

MS 30 Pastoral Ministry I—3 semester hours

This course is a study of what a pastor/minister is exposed to in the ministry and the many facets of pastoral care to include: supporting, aiding and sustaining a congregation.

MS 35 Pastoral Ministry II—3 semester hours

This course is a study of what a pastor/minister is exposed to in the ministry and the many facets of pastoral care to include: supporting, aiding and sustaining a congregation.

MS 40 Social Concerns and Ethics I—3 semester hours

This course is to equip the student to become responsive to the needs of the poor, homeless and other marginalized groups in society and the Church. This course will equip students to understand their responsibility towards the poor and the oppressed and to assist in developing practical responses to poverty related issues.

MS 45 Social Concerns and Ethics II—3 semester hours

This course is to equip the student to become responsive to the needs of the poor, homeless and other marginalized groups in society and the Church. This course will equip students to understand their responsibility towards the poor and the oppressed and to assist in developing practical responses to poverty related issues.

MS 50 Personal Evangelism I—3 semester hours

This course is an overview of personal evangelism; giving students insight into reaching the unreached, discovering the relevance of the Gospel, and evangelizing through the application of Biblical principles.

MS 55 Personal Evangelism II—3 semester hours

This course is an overview of personal evangelism; giving students insight into reaching the unreached, discovering the relevance of the Gospel, and evangelizing through the application of Biblical principles.

MS 60 Life Application I—3 semester hours

This course teaches the student how to maintain a balanced spiritual life that includes prayer, Bible reading, and attending worship services.

MS 65 Life Application II—3 semester hours

This course teaches the student how to maintain a balanced spiritual life that includes devotion, Bible studying, and conducting worship services.

MS 80 Community Outreach I—3 semester hours

This course teaches effective methods of outreach to the community. It focuses on various methods of follow-up, working with new converts and equipping believers with a purpose of their involvement with evangelism and disciple-making.

MS 85 Community Outreach II—3 semester hours

This course teaches effective methods of outreach to the community. It focuses on various methods of visitation, prayer and Biblical study, and helping each member of the community in their surroundings.

MS 90 Disaster Response Ministry I—3 semester hours

This course is a study on how to minister and aid during times of catastrophe. Emphasis is placed on dealing with traumatized individuals and special emphasis will be placed on practical skills of intervention and on being effective in a crisis situation.

MS 95 Disaster Response Ministry II—3 semester hours

This course is a study on how to minister and aid during times of catastrophe. Special emphasis will be placed on developing and implementing an effective method of help. Specific skills of intervention are identified and studied.

MS 100 Crisis Response Ministry I—3 semester hours

This course focuses on helping people and communities undergoing stressful situations, circumstances and/or environments. Assessment of role clarification in systems of care, boundaries, and care of people are discussed.

MS 105 Crisis Response Ministry II—3 semester hours

This course focuses on helping people and communities undergoing stressful situations, circumstances and/or environments. Ethical issues, legal issues, referral to other care systems, and care of self are discussed.

MS 265 Christian Missions I—3 semester hours

This course is a study of the Church fulfilling its missionary function in the world. Particular attention is given to the nature of the Church and its biblical basis for missions, the Church's cross-cultural mission, the historical dynamic of its mission today, and the role of the local Church in world evangelization.

MS 270 Christian Missions II—3 semester hours

This course is a study of various aspects of the missionary calling with special focus on spiritual formation, cross-cultural living, mission / Church relations, language learning, and the mission worker's family.

MU *Music*

MU 100 Musical Training I—3 semester hours

This course is studied through the eyes of a true worshiper and trains the student to help a congregation worship in spirit and truth. The categories that are discussed include: Music's meaning, or definition, Its importance, Its authority, Its object, and Its ground.

MU 105 Musical Training II—3 semester hours

This course is studied through the eyes of a true worshiper and trains the student to help a congregation worship in spirit and truth. The categories that are discussed include: Music's power, Its manner, Its hindrances, Its places, and Its results.

NT *New Testament*

NT 105 Harmony of the Gospels I—3 semester hours

The Harmony of the Gospels is to study and practice the Christian proclamation through learning from the Gospels of Matthew, Mark, Luke and John. Attention is given to Jesus' teachings, parables and miracles, as well as Jesus' life (birth & infancy, baptism, temptation, transfiguration, passion, death and resurrection).

NT 115 Harmony of the Gospels II—3 semester hours

The Harmony of the Gospels is to study and practice the Christian proclamation through learning from the Gospels of Matthew, Mark, Luke and John. Attention is given to Jesus' teachings, parables and miracles, as well as Jesus' life (birth & infancy, baptism, temptation, transfiguration, passion, death and resurrection).

NT 120 Matthew—3 semester hours

This course is an exegetical study which seeks to understand the unique doctrinal contribution of Matthew. Authorship, date, life setting, and structure are addressed. The content of the book is examined exegetically, with special attention given to the Sermon on the Mount.

NT 130 Mark—3 semester hours

This course is an exegetical study which seeks to understand the unique doctrinal contribution of Mark. Introductory matters include: authorship, origin, purpose, and date. Selected passages are examined in an exegetical manner.

NT 140 Luke—3 semester hours

This course is studied under the following topics: authorship, date, circumstances of writing, and composition of the book. Attention is given to the doctrine of Luke. Specific passages are selected for exegesis.

NT 150 John—3 semester hours

This course will examine the fourth Gospel in terms of its historical origin, literary nature, and doctrinal teaching. Special emphasis is given to an analytical study of the text.

NT 155 The Teaching of Jesus Christ—3 semester hours

This course is a comprehensive study of the teachings of Christ as found in the four Gospels, with an emphasis on application. The student will study the life and ministry of Jesus from His incarnation to His ascension.

NT 205 Acts I—3 semester hours

This course examines Acts, chapters 1-14, to understand the birth and growth of the church under the sovereign direction of the resurrected Christ. The emphasis is on understanding the purpose of the book with special consideration given to the working of the Holy Spirit in the manifestation of His power.

NT 210 Acts II—3 semester hours

This course examines Acts, chapters 15-28, to understand the birth and growth of the church under the sovereign direction of the resurrected Christ. The emphasis is on understanding the purpose of the book with special consideration given to the working of the Holy Spirit in the manifestation of His power.

NT 215 Romans I—3 semester hours

This course is an expository study of Romans chapters 1-7. Special consideration will be given to the doctrines of salvation, sanctification and the place of Israel and the church. The studies highlight how the Christian is to live in our contemporary world.

NT 220 Romans II—3 semester hours

This course is a critical study of Romans chapters 8-16. Emphases include the new life of the believer, righteousness by faith, justification, and the law of sin and death. The studies highlight the power of the Gospel, faith, the wrath of God, and righteousness.

NT 225 Hebrews I—3 semester hours

This course is an expository study of Hebrews chapters 1-6. Emphases include the preeminence of the Lord Jesus Christ in His Deity and His high priestly ministry as a fulfillment of Old Testament prophecy.

NT 230 Hebrews II—3 semester hours

This is an expository study of Hebrews chapters 7-13. Emphases include the preeminence of the Lord Jesus Christ in His Deity and His high priestly ministry as a fulfillment of Old Testament prophecy.

NT 235 Ministry to Children I—3 semester hours

This course sets forth the most important principles governing teaching, and Sunday School teaching in particular. The subjects that will be studied are: The Teacher's Task, What is Teaching, Methods of Teaching, Planning the Lesson, and Teaching by Questions.

NT 240 Ministry to Children II—3 semester hours

This course sets forth the most important principles of studying the pupil, and in the Sunday School environment in particular. The subjects that will be treated are: Early Childhood, Middle Childhood, Later Childhood, Early Adolescence, Middle Adolescence, and Later Adolescence.

NT 245 The Church in Society I—3 semester hours

This course will cover a biblical analysis of some of the complex issues confronting the Church and our society. It will lay the foundation for a critical understanding of this relationship from a faith perspective.

NT 250 The Church in Society II—3 semester hours

This course will continue to cover a biblical analysis of some of the complex issues confronting the Church and our society. It will use advanced key components in applying the principles of this relationship from a faith perspective.

NT 255 Ministry in the Local Church I—3 semester hours

This course is an overview of the opportunities available in the local church. Special attention will be given to ministerial practice and disciplines appropriate to the vocation of Christian service.

NT 260 Ministry in the Local Church II—3 semester hours

This course is an overview of the opportunities available in the local church. Special attention will be given to training individuals and serving the local church in full capacity.

NT 265 The Ministry of Helps I—3 semester hours

This course exposes each student to the value of being a servant in the ministry. Special attention will be given to exploring the biblical aspects of a servant and how each quality of a servant helps the Church.

NT 270 The Ministry of Helps II—3 semester hours

This course exposes each student to the value of being a servant in the ministry. Special attention will be given to exploring the biblical aspects of a servant and how each quality of a servant helps the community.

NT 275 The Church and Its Mission I—3 semester hours

This course examines the manner in which the Church glorifies God in three directional ways: outward in evangelism, inward in edification of believers by one another, and upward in worship.

NT 280 The Church and Its Mission II—3 semester hours

This course will teach practical missions for the Church and provide discussion of alternative methods and the challenges of cross-cultural evangelism. This will be discussed in both urban, rural, and global settings.

OT *Old Testament*

OT 140 Joshua I—3 semester hours

This course is an in-depth study of the book of Joshua covering chapters 1-12. Topics that are studied are the conquest of Canaan, the establishment of Israel in Canaan, and other doctrinal issues associated with this book.

OT 145 Joshua II—3 semester hours

This course is an in-depth study of the book of Joshua covering chapters 13-24. Topics that are studied are the conquest of Canaan, the establishment of Israel in Canaan, and other doctrinal issues associated with this book.

OT 150 Judges—3 semester hours

This course is studied from the perspective of faith and ministry. Key matters of historical background, authorship, and biblical context are addressed. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

OT 160 1 and 2 Samuel—3 semester hours

This course is studied with an in-depth analysis. Key matters of historical background, authorship, and biblical context are also addressed. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

OT 170 1 and 2 Kings—3 semester hours

This course is studied with an in-depth analysis. Prime attention is given to the literary features and biblical teachings of both the book and its parts. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

OT 180 1 and 2 Chronicles—3 semester hours

This course is studied with an in-depth analysis. Prime attention is given to the literary features and biblical teachings of both the book and its parts. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

OT 185 Ezra—3 semester hours

This course provides an analysis of the restoration of worship after rebuilding the temple in Jerusalem while giving attention to authorship, historical background, the principles of Revival produced through the life of Ezra, and other doctrinal topics.

OT 190 Nehemiah—3 semester hours

This course provides an analysis of the history of rebuilding the wall of Jerusalem while giving attention to the principles of Revival produced through the life of Nehemiah. The combination of spirituality and practicality, prayer and perseverance are critical elements of this study.

OT 195 Esther—3 semester hours

This course is studied with an in-depth analysis. Prime attention is given to the literary features and biblical teachings of both the book and its parts. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

OT 200 Historical Books I—3 semester hours

This course examines the Biblical literature concerning early Israelite history from the period of Samuel through the Babylonian captivity. Special attention will be given to harmonizing all the historical books into a continuous account of the history of Israel.

OT 210 Historical Books II—3 semester hours

This course examines the Biblical literature concerning early Israelite history from the period of Samuel through the Babylonian captivity. Special attention will be given to harmonizing all the historical books into a continuous account of the history of Israel.

OT 220 Historical Books III—3 semester hours

This course examines the Biblical literature concerning early Israelite history from the period of Samuel through the Babylonian captivity. Special attention will be given to harmonizing all the historical books into a continuous account of the history of Israel.

OT 235 Ruth—3 semester hours

This course is an exposition of Ruth, with emphasis on the Biblical importance of this book. Particular emphasis will be placed on the role of women in Christianity and interpretive tools appropriate to this kind of work.

PR *Preaching*

PR 720 Pulpit Protocol I—3 semester hours

This course is a study of effective principles in preaching as they relate to the proclamation of the Gospel. The course is intended to enhance the student's skill in choosing, understanding, and structuring a biblical text for the purpose of preaching.

PR 730 Pulpit Protocol II—3 semester hours

This course is a study of biblical exposition with an emphasis on advanced expositional techniques. The course is intended to equip students to be prepared to minister the Word of God in a variety of contexts.

PR 740 Ministerial Ethics—3 semester hours

This course is a practical study and application of ministerial and personal ethics. Subjects that will be taught include: The Minister's Character, Integrity and Ministry Protocol. This study is intended to teach the unique moral role of the minister and the ethical responsibilities of that vocation.

PRO *Prophecy*

PRO 420 Daniel I—3 semester hours

This course is a study of the prophetic book of Daniel which also considers the many questions of interpretation and application. The student will learn the history of the nation of Israel and key individuals involved in the captivity. The prophet's contribution concerning world history will also be studied. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

PRO 430 Daniel II—3 semester hours

This course is a study of the prophetic book of Daniel which also considers the many questions of interpretation and application. The student will learn the history of the nation of Israel and key individuals involved in the captivity. The prophet's contribution concerning world history will also be studied. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

PRO 440 Daniel III—3 semester hours

This course is a study of the prophetic book of Daniel which also considers the many questions of interpretation and application. The student will learn the history of the nation of Israel and key individuals involved in the captivity. The prophet's contribution concerning world history will also be studied. A chapter by chapter and verse by verse study will be presented as a way for the student to understand difficult passages in this important book.

PRO 505 Revelation I—3 semester hours

This course surveys the literary and historical background of the book of Revelation, with particular attention given to the book's structure. The focus of the course is to understand the message of Revelation in its full context and as the completion and climax of the prophetic Scriptures. The book of Revelation will be taught chapter by chapter and verse by verse. Each student will conduct a thorough and careful study, with the objective that even the most difficult passages can be understood.

PRO 515 Revelation II—3 semester hours

This course surveys the literary and historical background of the book of Revelation, with particular attention given to the book's structure. The focus of the course is to understand the message of Revelation in its full context and as the completion and climax of the prophetic Scriptures. The book of Revelation will be taught chapter by chapter and verse by verse. Each student will conduct a thorough and careful study, with the objective that even the most difficult passages can be understood.

PRO 525 Revelation III—3 semester hours

This course surveys the literary and historical background of the book of Revelation, with particular attention given to the book's structure. The focus of the course is to understand the message of Revelation in its full context and as the completion and climax of the prophetic Scriptures. The book of Revelation will be taught chapter by chapter and verse by verse. Each student will conduct a thorough and careful study, with the objective that even the most difficult passages can be understood.

PT *Pastoral Theology*

PT 405 Pastoral Epistles I—3 semester hours

This course examines 1 Timothy, giving special attention to authorship, purpose and the appropriateness of Paul's teachings for the Church. The course will take an in-depth look at the qualifications, service and responsibilities of a pastor in the work of the ministry.

PT 415 Pastoral Epistles II—3 semester hours

This course examines 2 Timothy, giving special attention to the Pauline authorship, purpose and the appropriateness of Paul's teachings for the Church. The course will take an in-depth look at the qualifications, service and responsibilities of a pastor in the work of the ministry.

PT 425 Pastoral Epistles III—3 semester hours

This course examines the books of Titus and Philemon, giving special attention to authorship, purpose and the appropriateness of Paul's teachings for the Church. The course will take an in-depth look at the qualification, service and responsibilities of a pastor in the work of the ministry.

PT 650 Pastoral Theology I—3 semester hours

This course is designed to introduce the student to the nature and practice of pastoral ministry. It provides a scriptural understanding of the call, qualifications and work of the minister. The student will develop a sense of his calling and begin to understand his responsibilities as a minister.

PT 660 Pastoral Theology II—3 semester hours

This course is the study of ethics as they relate to the church and its ministers. It will focus on the biblical principles that should shape values and guide practices in the pastor's life. Particular attention will be given to current ethical issues facing pastors.

SF *Spiritual Formation*

SF 800 Power of Prayer I—3 semester hours

This is a foundational course taking an in-depth look at the Spirit of Prayer. Topics that will be examined are: The Sign of prayer, Learning to pray, Praying in secret, The inner room and closed door, The Word of God and prayer, Praying in the Name, Praying in the Spirit, Praying to God our Father. This will aid in developing the life of prayer that is needed to sustain a believer of Jesus Christ in their Christian life.

SF 810 Power of Prayer II—3 semester hours

This is a foundational course taking an in-depth look at the Spirit of Prayer. Topics that will be examined are: The Importunity of prayer, The Recompense of prayer, The Power of prayer, Praying and the commonplace, The prayer of faith, Praying one for another, Praying for divine healing, The problem of unanswered prayer. This will aid in developing the life of prayer that is needed to sustain a believer of Jesus Christ in their Christian life.

SF 820 Power of Prayer III—3 semester hours

This is a foundational course taking an in-depth look at the Spirit of Prayer. Topics that will be examined are: The life of prayer, A prayer life, Praying in prayer meetings, Praying in private, and Praying with others. This will aid in developing the life of prayer that a believer in Jesus Christ needs to sustain themselves in their Christian life.

SF 805 Ministerial and Spiritual Development I—3 semester hours

This is a foundational course focusing on the nature of discipleship and the principles of the spiritual life. It will examine the nature and obligations of the spiritual life and the principles and practices that nurture it.

SF 815 Ministerial and Spiritual Development II—3 semester hours

This is a foundational course focusing on the discipline needed in personal spiritual development. It introduces the student to the disciplines of the spiritual life with the purpose of developing godliness in one's life. It will also explore the relationship between the spiritual life and the carnal life.

SF 825 Spiritual Life and Community I—3 semester hours

This is a foundational course focusing on the nature of discipleship. It will examine the nature and obligations of the spiritual life and the principles and practices that nurture it. The student will be introduced to the disciplines of the spiritual life with the goal of developing lifelong patterns and practice.

SF 830 Spiritual Life and Community II—3 semester hours

This course is an introduction to the foundational principles of the spiritual life. It will examine the nature and obligations of the spiritual life and the principles and practices that nurture it. The student will explore the relationship between the spiritual life and the local community.

SF 835 Spirituality and The Family I—3 semester hours

This course is an analysis of the family as a social unit. It includes a study on family structure and the role of each family member (Father, mother, and children).

SF 840 Spirituality and The Family II—3 semester hours

This course is an analysis of the family as a social unit. It includes a study on how the family is structured and the establishment of a biblical foundation in the home.

SF 845 Spiritual Anthropology I—3 semester hours

This course will give an understanding of biblical anthropology in its redemptive context. We will study: the nature of man, the image of God in man; the fall and its implications, and the imputation of Adam's sin. Special attention will be given from an exegetical perspective the redemptive-historical character and systematic doctrinal implications of anthropology.

SF 850 Spiritual Anthropology II—3 semester hours

This course will deepen the understanding of Biblical anthropology in its redemptive context. Topics covered include: the nature of free moral agency, and total depravity and inability. Attention will be given to the doctrinal implications of anthropology.

SF 900 Church Administration I—3 semester hours

This course will discuss administrative principles and organizational structures and strategies, as well as the traits and actions of good Christian principles. Specific focus will be given to communication, conflict resolution, managing multiple projects and helping individuals, groups, and departments.

WIS *Wisdom and Poetical literature*

WIS 300 Poetical Books I—3 semester hours

This course introduces Old Testament wisdom literature by examining the wisdom of Job. While emphasis is placed on understanding the purpose and message of the book, attention is also given to understanding how the book functions as the authoritative Word of God and how this practical wisdom can be applied to life.

WIS 310 Poetical Books II—3 semester hours

This course examines the Psalter as literature, giving attention to Hebrew poetry, figures of speech, Old Testament worship, Biblical theology and interpretive method. Considers the types of psalms, emphasizing the purpose, message and structure of the Psalter as a whole, in order to reclaim its practical use and teaching for the church.

WIS 320 Poetical Books III—3 semester hours

This course introduces Old Testament wisdom literature, examining the wisdom of Proverbs, Ecclesiastes and Song of Solomon. While emphasis is placed on understanding the purpose and message of each book, attention is also given to understanding how each book functions as the authoritative Word of God and how this practical wisdom can be applied to life.

WIS 325 Psalms I—3 semester hours

This course will study Psalms 1-50 with an analysis and appreciation of the Psalter as the Hebrew-Christian prayer book and hymnal. A chapter by chapter study will be presented as a way for the student to understand difficult passages in this important book.

WIS 330 Psalms II—3 semester hours

This course will study Psalms 51-100 with an analysis and appreciation of the Psalter as the Hebrew-Christian prayer book and hymnal. A chapter by chapter study will be presented as a way for the student to understand difficult passages in this important book.

WIS 335 Psalms III—3 semester hours

This course will study Psalms 101-150 with an analysis and appreciation of the Psalter as the Hebrew-Christian prayer book and hymnal. A chapter by chapter study will be presented as a way for the student to understand difficult passages in this important book.

WIS 340 Job I—3 semester hours

This course is an exegetical study of the book of Job from chapters 1-20. It includes an emphasis on establishing the historical authenticity of Job, determining the argument and purposes of the book, and summarizing the doctrinal and non-doctrinal reasons formulated by Job and his friends for why suffering and chaos enter into the life of a person.

WIS 345 Job II—3 semester hours

This course is an exegetical study of the book of Job from chapters 21-40. It includes an emphasis on establishing the historical authenticity of Job, determining the argument and purposes of the book, and summarizing the doctrinal and non-doctrinal reasons formulated by Job and his friends for why suffering and chaos enter into the life of a person.

WIS 350 Proverbs—3 semester hours

This course will present a thematic examination of Proverbs chapters 1-31. The student will become familiar with the wisdom teachings presented in Proverbs. Since the wisdom literature and the Psalms have provided a strong link between Judaism and Christianity, discussions will also include how early Christians interpreted these texts.

WIS 355 Ecclesiastes and Song of Solomon—3 semester hours

This course is a study of the poetic and wisdom literature of the Old Testament including Ecclesiastes and Song of Solomon. Attention is paid to the nature and role of Israel's wisdom and liturgical traditions. The student is also taught how to use biblical Hebraisms in the study of biblical poetry.

Financial Information

Fees and Expenses

Students attending House of Prayer Bible Seminary pay only the actual cost of their education. The amount they are billed provides the educational experience and the maintaining of an excellent Christian Education. Students who intend to enter House of Prayer Bible Seminary should give careful consideration in financial planning and come prepared to meet all expenses for the first semester. Refunds of any kind will be paid to the student and will be prorated according to the schedule.

Schedule of Charges for All Programs

Tuition rate is \$ 250/ credit hour

Example

Full time	12 credit hours/ 4 classes	\$ 3000/ a semester
3/4 time	9 credit hours/ 3 classes	\$ 2250/ a semester
1/2 time	6 credit hours/ 2 classes	\$ 1500/ a semester
1/4 time	3 credit hours/ 1 class	\$ 750/ a semester

Audit rate is \$ 75/ a class

Example

Full time	12 credit hours/ 4 classes	\$ 300/ a semester
3/4 time	9 credit hours/ 3 classes	\$ 225/ a semester
1/2 time	6 credit hours/ 2 classes	\$ 150/ a semester
1/4 time	3 credit hours/ 1 class	\$ 75/ a semester

Mandatory Fees (per semester)

Office Machines/ Publication Fee	\$75.00
Administrative Fee	\$75.00
Student Services Fee	\$75.00
Registration Fee	\$75.00

Ministerial Preparation Package Fee.....\$ 525.00 (One Time Fee)

This fee is used to offset the cost of our Ministerial Preparation Package. The package includes several helpful tools that are beneficial for future evangelical work. This fee must be paid before student completes his/her program of study. Payment arrangements may be available for monthly installments upon student request. Student will receive package after fee is paid in full.

Student Accounts Payment Policy

Payment of Fees

Payment of all charges on the student's account are due and payable two weeks after the last day of the add/drop period. (For specific due date, please refer to the academic calendar in this catalog.) During the semesters, student accounts may be paid in four equal installments. There is no service fee for the extended payment plan. All accounts not paid in full when the first installment is due are automatically placed on the extended payment plan. Payments are due in the Office by 6 p.m. on each due date. No late fee is charged for past-due payments. If payment has been made but is less than the amount due, no late fee is assessed on the amount unpaid.

Overdue Account Policy

1. Any student delinquent after the final payment is due will not have grades for courses taken in that semester placed on their transcript, will be removed from any pre-registration they may have for the next semester, and will not be allowed to register for additional classes until their account is cleared. Once the account is cleared, the grades submitted for the courses taken during the semester of delinquency will be placed on the transcript and registration for the next semester will be permitted. Please note that once a delinquent balance is paid, registration must be completed within the normal registration schedule (before the add/drop period ends), and that student enrollment will be subject to class availability.
2. Students owing a balance on their account at the end of a term are dropped from any classes for the next semester which they have preregister for. Upon payment in full, students may register within the normal registration schedule, subject to course availability.
3. Students who have a balance due after final payments are due will have a hold placed on their transcripts and diplomas, and are not allowed to register for the next term.
 - After 60 days, a phone call will be made or a letter will be sent advising the student to make payment.
 - 90 days after the term ends, a letter will be sent advising the student that their account is being turned over to a collection.
 - After the collection has exhausted their efforts, House of Prayer Bible Seminary will write off the amount as a bad debt.

Dropping Courses

Students who drop individual courses are refunded tuition and fees according to the following refund schedule:

Through the first week of classes (add/drop period)— 100%

After the first week of classes —90%

After the sixth week of classes —70%

No refund after the twelfth week of class

Withdrawal From Semester or Seminary

Subject to the date of an official withdrawal from the current semester (withdrawing from all courses) or complete withdrawal from the Seminary, tuition will be prorated according to the following schedule:

1st week of classes (within the add/drop period) —100%

2nd week of classes—90%

4th week of classes —80%

6th week of classes —70%

8th week of classes —60%

10th week of classes —50%

12th week of classes —40%

No refund after the twelfth week for all semesters

Scholarships

A number of scholarships (based on merit) are awarded to students each year. Please see the Admissions Office for details.

Campus Location

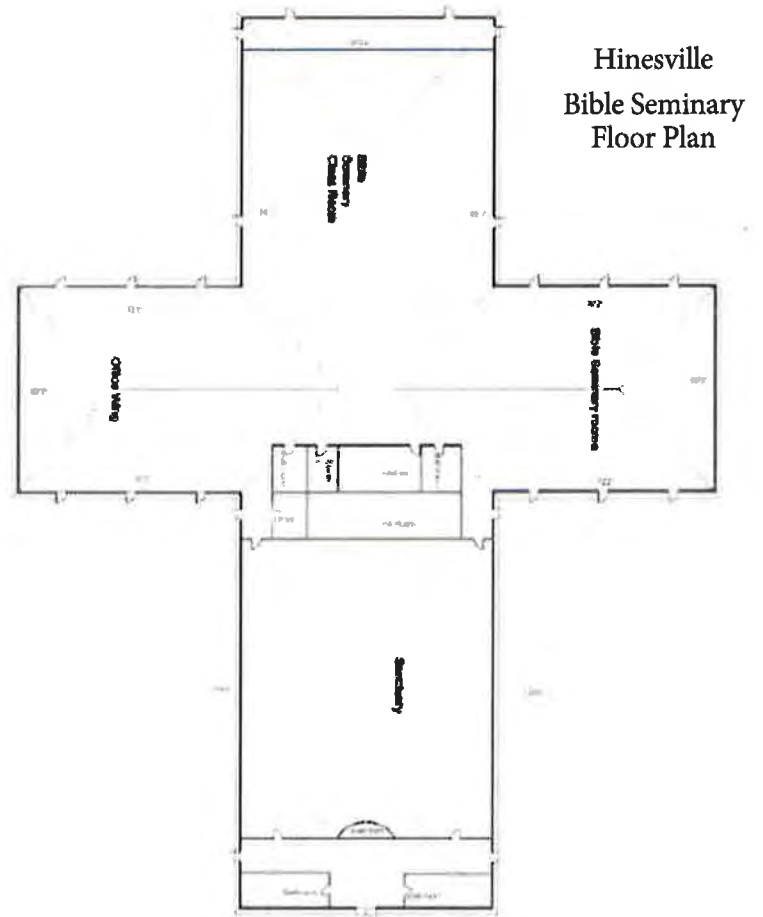
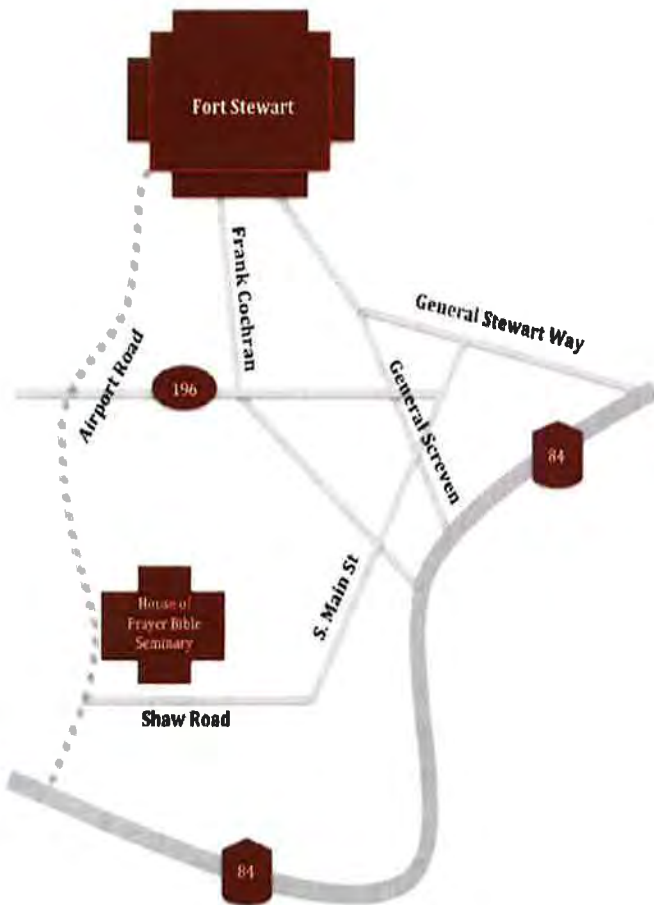
Campus Location

Hinesville, Ga

House of Prayer Bible Seminary
Hinesville campus:

2540 Airport Road
Hinesville, GA 31313
855-554-6727

The House of Prayer Bible Seminary in Hinesville is located on Airport Road across from the Liberty County Sheriff's department. It is about a 10 minute drive from Fort Stewart Army post, and about 45 minutes from Savannah, Georgia. The Seminary has air-conditioned rooms for the students to learn in, a modest library to study from and a sanctuary for services and prayer. The Seminary offers the following: Bachelor's of Advanced Biblical Studies; Associate's of Biblical Studies; Certificate in Advanced Discipleship.



Hephzibah, Ga

House of Prayer Bible Seminary

Hephzibah campus:

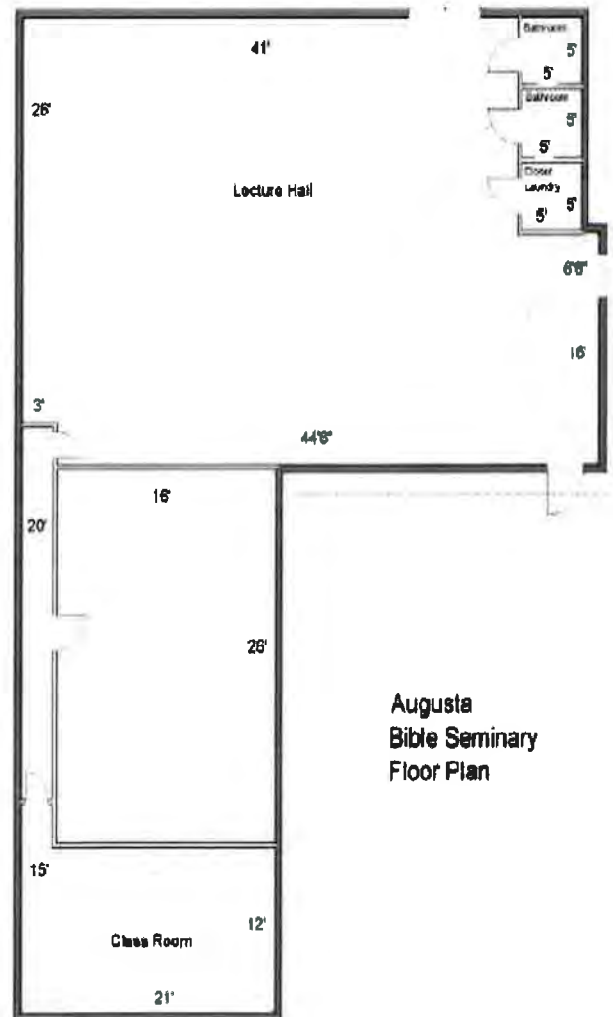
2952 Old Tobacco Road

Hephzibah, GA 30815

855-554-6727

The House of Prayer Bible Seminary in Hephzibah is located on Old Tobacco Road close to the William's Funeral Home. It is about a 5-minute drive from Fort Gordon Army post, and about 65 minutes from Columbia, South Carolina. The Seminary has air-conditioned rooms for the students to learn in and a sanctuary for services and prayer. The Seminary offers the following: Bachelor's of Advanced Biblical Studies; Associate's of Biblical Studies; Certificate in Advanced Discipleship.

Map of the area



THE ROAD TO *Eternal Life*

Lives changed. Hopes restored. Minds made right; hearts made whole. Jesus has been proven as the one remedy for all this world's infirmities throughout the ages. Sounds too good to be true? It isn't - if you're fed up with life, coming to Jesus is easier than you think. Read on, friend, and accept the Lord with the prayer at the end. All the host of heaven rejoices when one sinner is saved!

WHO IS GOOD?

ROMANS 3:10-12. "As it is written, There is none righteous, no, not one: There is none that understandeth, there is none that seeketh after God. They are all gone out of the way, they are together become unprofitable; there is none that doeth good, no, not one."

WHO HAS SINNED?

ROMANS 3:23. "For all have sinned, and come short of the glory of God."

THE ETERNAL COST OF YOUR SIN

ROMANS 6:23a. "For the wages of sin is death..."
ROMANS 1:18a. "For the wrath of God is revealed from heaven against all ungodliness and unrighteousness of men..."

WHO IS EXEMPT?

ROMANS 5:12. "Wherefore, as by one man sin entered into the world, and death by sin; and so death passed upon all men, for that all have sinned"

ROMANS 3:20a. "Therefore by the deeds of the law there shall no flesh be justified in his sight..."

GOD'S LOVE HAS MADE A WAY

JOHN 3:16. "For God so loved the world that he gave his only begotten Son, that whosoever believeth in him should not perish, but have everlasting life."

ROMANS 5:8-9. "But God commendeth his love toward us, in that, while we were yet sinners, Christ died for us. Much more then, being now justified by his blood, we shall be saved from wrath through him."

PLACE YOUR FAITH IN JESUS CHRIST

ROMANS 10:9. "That if thou shall confess with thy mouth the Lord Jesus, and shalt believe in thy heart that God hath raised Him from the dead, thou shalt be saved"

ONLY JESUS CHRIST CAN SAVE YOU

ACTS 4:12. "Neither is there salvation in any other: for there is none other name under heaven given among men, whereby we must be saved."

...THEN PRAY AND ASK HIM

ROMANS 10:13. "For whosoever shall call upon the name of the Lord shall be saved."

ROMANS 10:11. "For the scripture saith, Whosoever believeth on him shall not be ashamed."

BE CONFIDENT YOU ARE ON YOUR WAY TO HEAVEN TODAY:
THIS PRAYER,
THIS MOMENT.

pray.

Lord Jesus, I know I am a sinner. If I died today, I would not go to Heaven. Forgive my sins, come into my heart and be my Savior. Help me live for you from this day forward.

In Jesus name, Amen.

NOW THAT YOU ARE A CHRISTIAN

Your everlasting life has begun! To continue in the Christian way, get a King James Bible and study to build your life on a strong foundation. Find a church nearby that teaches sound doctrine, and make prayer a daily habit!

Praying Until Jesus Comes

Go Reach The World

House of Prayer Bible Seminary

Catalog Addendum

for

(2020-2022 Vol. XVI No. 1) Catalog



Effective Date

(07/22/2020)

This addendum contains supplements, additions, and updates to House of Prayer Bible Seminary for academic years 2020-2022 Catalog. The catalog is considered incomplete without this supplement.

Addendum

House of Prayer Bible Seminary

For Catalog: 2020 to 2022 Volume XVI Addendum # 1 revised on 07/22/20

House of Prayer Bible Seminary 2020-2022 catalog is now in effect. Since this catalog's original publication on 1/2/2020 the following significant changes have been implemented and take precedence over the prior published catalog and / or addendum(s).

Effective Date of Change	Catalog Page #	DESCRIPTION
07/22/2020	Catalog Page 21	<p><i>Transferability of Credits Earned</i></p> <p><i>Adding To:</i> The transferability of credits earned at other institutions and transferred to H.O.P.B.S. is at the discretion of H.O.P.B.S. All incoming transfer credits will be reviewed (regardless of type of training) by the Admission Office, this includes VA beneficiaries. H.O.P.B.S. will evaluate all previous education and training and will grant credit for any qualifying education and training. The transferability of credits earned at H.O.P.B.S and transferred to another institution is at the discretion of the receiving institution.</p>
07/22/2020	Catalog Page 58	<p><i>Prorated Refund Policy for Veterans</i></p> <p>House of Prayer Bible Seminary agrees that if a VA GI BILL® beneficiary fails to enter the course, withdraws, or is discontinued at any time prior to the completion of the course, the unused portion of paid tuition, fees, and other charges will be refunded or the debt for such tuition, fees, and other charges will be canceled on a prorated basis, as follows:</p> <ol style="list-style-type: none"> 1. Registration Fee <ul style="list-style-type: none"> An established registration fee in an amount not to exceed \$10 need not be subject to proration. Where the established registration fee is more than \$10, the amount in excess of \$10 will be subject to proration. 2. Breakage Fee <ul style="list-style-type: none"> Where the school has a breakage fee, it may provide for the retention of only the exact amount of breakage, with the remaining part, if any, to be refunded. 3. Consumable Instruction Supplies <ul style="list-style-type: none"> Where the school has a separate charge for consumable instructional supplies, as distinguished from laboratory fees, the exact amount of the charges for supplies consumed may be retained but any remaining part must be refunded. 4. Books, Supplies, and Equipment <ol style="list-style-type: none"> a. The school will make a refund in full for the amount of the charge for unissued books, supplies, and equipment when: <ul style="list-style-type: none"> • The school furnishes the books, supplies, and equipment, • The school includes their costs in the total charge payable to the school for the course, • The VA GI BILL® beneficiary withdraws or is discontinued before completing the course.

		<p>b. The VA GI BILL® beneficiary may dispose of issued items at his or her discretion even if they were included in the total charge payable to the school for the course.</p> <p>5. Tuition and Other Charges</p> <p>Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran or eligible person that the approximate pro rata basis as provided in this subparagraph, such established policy will be applicable. Otherwise, the school may charge a sum which does not vary more than 10 percent from the exact pro rata portion of such tuition, fees, and other charges that the length of the completed portion of the course bears to its total length. The exact proration will be determined on the ratio of the number of days of instruction completed by the student to the total number of instructional days in the course.</p> <p>6. Prompt Refund</p> <p>In the event that the VA GI BILL® beneficiary fails to enter the course, or withdraws, or is discontinued there from at any time prior to completion of the course, the unused portion of the tuition, fees, and other charges paid by the individual shall be refunded promptly. Any institution which fails to forward any refund due within 30 days after such a change shall be deemed, prima facie, to have failed to make a prompt refund, as required by this subparagraph.</p>

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG OR BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).

Gerard C. Robertson - Director
 PRINT NAME AUTHORIZED SCHOOL OFFICIAL

G.C. Robertson
 SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

7/23/2020
 DATE

House of Prayer Bible Seminary

Catalog Addendum for (2020-2022 Vol. XVI No. 3) Catalog



Effective Date

(12/01/2020)

This addendum contains supplements, additions, and updates to House of Prayer Bible Seminary for academic years 2020-2022 Catalog. The catalog is considered incomplete without this supplement.

Addendum

House of Prayer Bible Seminary

For Catalog: 2020 to 2022 Volume XVI Addendum # 3 revised on 12/01/2020

House of Prayer Bible Seminary 2020-2022 catalog is now in effect. Since this catalog's original publication on 1/2/2020 the following significant changes have been implemented and take precedence over the prior published catalog and / or addendum(s).

Effective Date of Change	Catalog Page #	DESCRIPTION
12/01/2020	Catalog Page 34	<p>Faculty</p> <p>Removing: Darnell Emmanuel Jim. B. Benton Joseph T. Fryar</p> <p>Adding: Ronald Molina Jamie Rodriguez</p>
12/01/2020	Catalog Page 57	<p>Discount (Pandemic Relief)</p> <p>Adding: Pandemic Relief Discount \$600.00 (Applied Automatically to all Students, both Veterans and Non-Veterans)</p>

THIS IS TO CERTIFY THAT THIS SCHOOL CATALOG O BULLETIN, OR ATTACHED MATERIAL SUBMITTED AS A BASIS FOR THIS APPROVAL, IS TRUE AND CORRECT IN CONTENT AND POLICY, IN ACCORDANCE WITH THE REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS SECTION 21.4253(d)(1) and SECTION 21.4254(b).

Gerard C. Robertson - Director
 PRINT NAME AUTHORIZED SCHOOL OFFICIAL


 SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

12/01/20
 DATE