|  |  |
| --- | --- |
| 1. **Name**
 | Enter text. Enter text. Enter text. |
|  | Last |  First  |  Middle Initial |
| 1. **Address**
 | Enter text. Enter code. Enter text. |
|  | Street | City | State  | Postal Code  | Country |
| 1. **Phone Number**
 | Click or tap here to enter text. Click or tap here to enter text.  |
|  | Home | Work/Other |
| 1. **E-mail**
 | Click or tap here to enter text. |

Please check all areas that apply and attach documentation accordingly. Sign and date the form.

[ ]  This credit assessment form is submitted as an attachment to my admissions application.

[ ]  This credit assessment form is submitted for an independent credential review of my ministry/experiences for credit toward a degree program.

1. **Printed Materials: Please number each items, starting with “101.”**

[ ]  Enclosed is a copy of a book or books I have published.

[ ]  Enclosed is a copy of a magazine/newspaper article or articles I have published.

[ ]  Enclosed is a copy of an Internet article or articles I have published. Please also include the URL for verification purposes.

[ ]  Enclosed are copies of essays I have composed.

[ ]  Enclosed are copies of letters I have written.

1. **Media: Please number each item, starting with “201.”**

[ ]  Enclosed is a tape of a TV show/interview/presentation I have given. Please label and number each video tape and indicate the recording time, the TV station, and date of broadcast.

[ ]  Enclosed is a tape of a radio show/interview/presentation I have given. Please label and number each audio tape and indicate the recording time, the radio station, and date of broadcast.

[ ]  Enclosed is a video tape that I wish to present. Please label and number each video tape and indicate the recording time and date when it was recorded.

[ ]  Enclosed is an audio tape I wish to present. Please label and number each audio tape and indicate the recording time and date when it was recorded.

1. **Practical Experience: Please number each item, starting with “301.”**

[ ]  Enclosed is a summary of my pastoral experience. It must be written, dated, and signed.

[ ]  Enclosed are reference letters attesting to my pastoral experience.

[ ]  Enclosed are newspaper articles attesting to my pastoral experience.

[ ]  Enclosed are church newsletters/bulletins attesting to my pastoral experience.

[ ]  Enclosed are community references.

1. **External Credits: Please number each item, starting with “401.”**

[ ]  Enclosed are transcripts from former credits achieved [accredited schools preferred].

[ ]  Enclosed are achievement certificates.

[ ]  Enclosed are award certificates.

1. **Other: Please number each item, starting with “501.”**

[ ]  Enclosed is documentation that I think might qualify for external credits.

I affirm that I have honestly presented this form and all attached documentation as true and authentic. The documentation I hereby submit will be kept in the St. Anthony’s House of Liturgical Studies archives.

I realize that incomplete documentation (based on the above-indicated requirements) and illegible or substandard copies will not be considered when my credentials and experiences are reviewed. Once my credential review is completed, I will receive a written credential assessment report, which is final, and no appeals are allowed.

|  |  |
| --- | --- |
| X Click or tap here to enter text. | Click or tap to enter a date. |

Applicant’s Signature Date of Application

**Delivery Instructions**

Ensure that your materials for assessment (with any non-refundable applicable fee) are packaged carefully and securely. You have three delivery options: 1) You can send them **by e-mail** to admin@stanthonysliturgicalhouse.org (and pay your fee online); 2) You can also send them **by regular USPS mail** to St. Anthony’s Cathedral House of Liturgical Studies, P. O. Box 1846, Manassas, VA 20108-1846; and 3) If you prefer to send them **by confirmed or certified mail** (since St. Anthony does not take responsibility for any loss), we recommend that you use UPS or FedEx (DHL for deliveries from international areas) to deliver your materials to the school’s physical address: 7368 Colton Lane, Manassas, VA 20109-2957.