

INSTRUCTIONS FOR APPLYING FOR YOUR CEU CERTIFICATE

1. Download all of the MP3s that are associated with the course you have chosen.
2. Print out your receipt, which lists the title of the course and all of the individual lessons.
3. Complete the course by listening to all of the associated MP3 files.
4. Fill out an Affidavit of Completion completely. This is where you need your receipt (to get the course and lesson titles.) Be sure an administrator signs the form.
5. Mail your affidavit, along with payment of \$15.00 for each course completed, to LifePointe Media. Please visit our website at www.lifepointemedia.com to obtain the correct mailing address.
6. PLEASE - fill out a separate affidavit for each course you submit!

You will receive your certificate in about two weeks (figure one week plus mailing time both to us, and back to you).

If you need the certificate sooner, you may also:

- fax it with credit card information. Please contact Carol at carol@lifepointemedia.com, or call **(616) 460-1227** for further information. A credit card form is attached to the affidavit.
- email your submission, if you have the ability to create a .pdf file of your affidavit(s) and credit information, and send it as an attachment. Do not enter your credit information in an email!

AFFIDAVIT OF COMPLETION

WWW.LIFEPOINTEMEDIA.COM

Please visit our website for the correct mailing address

Bible Book Name: _____
(If Applicable)

Volume No. _____
(If Applicable)

Course Title: _____

Lesson Titles:

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

I hereby certify that I have listened to the above listed lessons to meet the six-hour requirement for receiving one (1) CEU in Biblical Education towards my ACSI certification.

(Faculty Member's Signature)

(Date)

(Print name as it should appear on certificate)

(Administrator's Signature)

(School Name)

(Complete School Address)

NOTE: Form must be filled out completely. Include payment if you are not the original purchaser of the CD course.
Fee required on all MP3 courses.

TO RECEIVE YOUR CONTINUING EDUCATION UNIT (CEU) CERTIFICATE:

All MP3 course users:

- ✓ Complete an audio course.
- ✓ Fill out and return a separate Affidavit of Completion for *each course completed*.
- ✓ **Include your payment of \$15 (per certificate)**. TOTAL AMOUNT CHARGED: _____
- ✓ Receive your certificate by mail.

You may pay by credit card. Please include card type, credit card number, expiration date, security code from back of credit card, cardholder's name, billing address for the card, and a phone number. If you would like a receipt, please furnish an email address.

TYPE OF CARD (Please circle one): **VISA** **MASTER CARD** **DISCOVER** **AMEX** **DINERS** **JCB**

CARD NUMBER: _____ EXP. DATE: _____ CODE: _____

NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP/POSTAL CODE _____

PHONE: _____ EMAIL: _____

Allow 5 business days and normal mailing time for your certificate to arrive. If you have any questions, please contact Carol at (616) 460-1227, or via email at carol@lifepointemedia.com