

PLTS Final Year Candidacy Plan 2020-2021

The ELCA candidacy approval process is most parallel to qualifying exams in other professional licensure processes, such as nursing, law, education, social work, etc. The approval process includes a recommendation interview with a PLTS faculty panel that is followed by an approval interview in the candidate's home synod. Alongside approval, candidates are working on placement paperwork through the ELCA candidacy assignment process. This paperwork functions as a résumé to help bishops match candidates with congregations. This plan is designed to walk final year interns through important deadlines for paperwork needed to complete these ELCA candidacy processes in a timely manner.

Because of the internship cycle, materials important to your processes may come due during the Lent/Easter cycle, so please plan ahead. Interns are advised to input all deadlines below in their calendar in order to promptly meet all deadlines. Meeting these deadlines is vital for completing the approval and assignment processes on schedule. This means that interns should especially work with their supervisor(s) and lay committee in advance to create a scheduling plan ahead of deadlines in order to submit paperwork by deadlines. **Failure to meet deadlines will result in delay of the approval and assignment processes. Deadlines are in orange.**

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| March-May 2020 | Arrange your Faculty Recommendation Interview with your faculty panel using the scheduling instructions . |
| May 2020 | Look at Approval Essay questions and begin thinking about them once they are available on the ELCA website . Note sermon requirements, such as text, season, etc. in order to plan these into your internship with your Supervising Pastor. Check with your synod to determine if they will need a video recording or other media in addition to paper hardcopies or pdf files. |
| 15 September 2020 | Notify your Supervising Pastor and Committee that you will seek early faculty recommendation for approval, which requires you, your Supervising Pastor, and your Committee to submit Recommendation Summary Paragraphs by 30 April 2021 [See Contextual Education for more information about Summary Paragraphs]. |
| 15 September 2020 | Notify your Synod that you will seek early faculty recommendation for approval with faculty vote on 12 May 2021 [Form D]. |
| 15 September 2020 | Ask your Synod when your Approval Interview is scheduled and notify the seminary at studentinformation@plts.edu if that interview date is prior to 12 May 2021 because adjustments would need to be made to your timeline to accommodate this earlier Approval Interview scheduling. |
| 1 December 2020 | Review Approval Questions, continue thinking about them, and begin draft of Approval Essay. Check with your synod to determine if they will need a video recording or other media in addition to paper hardcopies or pdf files. |
| 1 February 2021 | Draft of Approval Essay completed. Note that advisors do not read or review drafts. At your discretion, a trusted peer colleague, a peer colleague group, pastor, and/or editor can be provided a draft for their input. |

- 1 February 2021 [Request transcripts](#) to be sent to synod. **These are official transcripts.**
- 1 February 2021 [Assignment Process](#). Begin looking at Assignment Paperwork [due to Churchwide July 14, 2021]. Create an [ELCA Community Login](#) if you have not already. If you have forgotten your Leader Key, contact your Synod to retrieve it.
- 17 February 2021** **ASH WEDNESDAY, LENT BEGINS**
- 5 March 2021 Assignment Workshop, 10:00am-12:00pm via Zoom. This workshop is required. Come for conversation about things to think about and with your paperwork in process to ask questions.
- 5 March 2021** **By 12 Noon Due: Approval Essay to Student Services (studentinformation@plts.edu) and to your Synod.**
- 5 March 2021** **Faculty Interview Packet Distributed to faculty interview panel by student (CPE Eval, Representative Coursework Selected By Student, Transcript, and Approval Essay).**
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- FACULTY RECOMMENDATION INTERVIEW [FORM D]**
- Faculty Recommendation Interview (Zoom conferencing):**
- Date:** _____
- Time:** _____
- Location/Format:** _____
- Panel:** _____
- 1 April 2021 Schedule meetings with your Supervising Pastor and Committee to prepare your Recommendation Summary Paragraphs sometime between now and the due date of 30 April 2021. Prepare your Intern paragraph also.
- 4 April 2021** **EASTER**
- 30 April 2021** **By 12 Noon Due: Recommendation Summary Paragraphs by Intern, Supervising Pastor, and Committee signed and submitted to Contextual Education and your Synod.**
- 30 April 2021** **Submit the [ELCA Release](#) and [Form D Release](#) and send to Student Services at studentinformation@plts.edu for release of Form D to synod for approval interview and to Churchwide for assignment following Faculty recommendation vote on May 12.**
- 12 May 2021 Faculty recommendation vote [Form D].
- 21 May 2021 Form D sent to your synod and Churchwide by Student Services.

14 July 2021

Due: Assignment Paperwork submitted to Churchwide at assignment@plts.edu. This paperwork can be found in your [ELCA Community Log-in](#). This paperwork included Form A, B, C, and RMP. Make sure to save copies for yourself. Remember to be in conversation with a synod well in advance if you intend to restrict.

This is a space for you to note when your Approval Interview will be. Check with synod about date, time, and location:

Date: _____

Time: _____

Location/Format: _____

September 2021

A seminary representative will contact you to discuss preferences for Assignment.

28 September 2021

Submit the [ELCA Release](#) [specify under **Other on the list of information: *Assignment paperwork, placement preferences, ministry matches, ministry gifts and skills*] and [Conversation Authorization](#) to Student Services for a seminary representative to represent you at assignment.**

29 September 2021

Assignment.