1. To become informed about the program, visit aquinas.edu/theology. Or, call 616-632-2866 to request to have a brochure and application mailed to you.

2. Fill out the application that is mailed to you or download the application from aquinas.edu/theology. There is no fee to apply. Completed paper applications should be sent to the address listed below. If you would like to discuss the program with someone before you apply, contact one of the following:
   - For questions about the application process, contact the Registrar/Academic Advising Office at 616-632-2866.
   - For questions about the academic courses, contact Professor Bob Marko at markorob@aquinas.edu. Please note: A list and description of required courses is available at aquinas.edu/theology/certification.html

3. Please have your school’s registrar mail your OFFICIAL TRANSCRIPTS to the Aquinas College Registrar/Academic Advising Office. Aquinas will need transcripts from each college you have attended as well as from the high school you attended.

   Transcripts and paper applications should be sent to:
   Registrar/Academic Advising Center
   Aquinas College
   1607 Robinson Rd SE
   Grand Rapids, MI 49506

4. To register for classes, contact the Registrar/Academic Advising Office at 616-632-2866.

5. Financial assistance is available to all who participate in the program. Aquinas College, given its commitment to the local Church, provides a 50% tuition scholarship to all participants for required coursework. This discount may not be combined with other scholarships or discounts offered by Aquinas. Contact the Aquinas Financial Aid office at 616-632-2893 if you would like to learn more about aid that might be available from the government.

6. The program involves five required courses and one elective. In order to receive the discount for the elective class, you must notify the Registrar/Academic Advising Center at 616-632-2866 as soon as you register for it. They will then contact the Aquinas Student Accounts office to ensure the discount is posted to your account. Note: If you do not see the discount listed on the tuition bill you receive, contact the Registrar/Academic Advising Office immediately at 616-632-2866.