

Greetings Pastors,

I do encourage you to begin processing your registration forms considering the timing and difficulty created given the need to maintain social distancing and the possibility of some states reissuing stay-home orders. If your circumstances require it, I will accept **an email authorization** from your District Superintendent and Local Pastor Registrar in lieu of a physical signature. If you choose this option for obtaining signatures, **CAREFULLY FOLLOW THESE INSTRUCTIONS.**

**STEP ONE:** You must first obtain approval from your District Superintendent (DS).

***IN EMAIL TO DS, COPY AND PASTE THE FOLLOWING (Be sure to fill in DS's name and the course(s) number(s)).***

Dear (DS Name)

It is my intention to register for Course of Study Classes at the WV Extension School.

- I am registering for the *Fall Term 2020 Online* held between *September 12 and November 30, 2020.*
- The course(s) for which I am registering is/are \_\_\_\_\_.
- By approving this request via this email, you are acknowledging that I am a certified candidate for ministry and have completed Licensing School.
- If you approve my request, simply respond to this email stating "I APPROVE YOUR REQUEST TO ATTEND THE WV EXTENSION FOR THE FALL TERM 2020 ONLINE."

**STEP TWO:** Once you receive DS's approval, you must obtain approval from your Local Pastor Registrar. **IMPORTANT NOTE:** please include copy of your DS's approval in your email to your Local Pastor Registrar.

***IN EMAIL TO LOCAL PASTOR REGISTRAR, COPY AND PASTE THE FOLLOWING (Be sure to fill in Registrar's name and the course(s) number(s)).***

Dear (Registrar Name)

It is my intention to register for Course of Study Classes at the WV Extension School.

- I am registering for the *Fall Term 2020 Online* held between *September 12 and November 30, 2020.*
- The course(s) for which I am registering is/are \_\_\_\_\_.
- Attached to this email, please find my DS's approval.
- By approving this request via this email, you are acknowledging that I am approved for financial assistance from the Annual Conference.
- If you approve my request, simply respond to this email stating "I APPROVE YOUR REQUEST TO ATTEND THE WV EXTENSION FOR THE FALL TERM 2020 ONLINE."

**FINAL STEP:** Once you receive these email authorizations, please print emails from DS and Registrar and attach to your completed registration form. You must still sign the form. On the lines for the Superintendents and Local Pastor Registrar's signature, write in the words "See Attached Email." Mail registration **and** payment to:

- **WV Conference of the UMC**
- **Attn: Cheryl Sutton – PO Box 2469 - Charleston, WV, 25329.**

If you have any questions, please let me know.

Rev. Greg Markins  
Director, WV Extension