

**PLANNED GIVING & TRUST SERVICES ONLINE CERTIFICATION
CLASS Application Spring Cohort 2020**

Registration Deadline January 16, 2020
Course Start Date Monday, January 27, 2020

Name: _____

Position: _____

Check One: Hourly Employee Salaried Employee

Name of employing organization: _____

Mailing address: _____

Telephones: (Office) _____ (Cell) _____

E-mail: _____

Have you previously been Planned Giving & Trust Services Certified? _____

The course tuition is **\$500.00** U.S., payable by check to General Conference of Seventh-day Adventists. Sorry, we are not able to accept credit or debit cards.

The following textbooks will be mailed to you at no additional cost

1. **Provide and Protect** by Charles Schultz JD
2. ***PGTRS Manual*** 2020 edition on *flash drive* (Acrobat Reader required)

The following textbooks you are required to purchase

1. ***The Executor's Guide***, Mary Randolph, JD. NOLO.
2. ***The Trustee's Legal Companion***, Liza Hanks, JD and Carol Elias Zolla, JD. NOLO.
3. **Planned Giving Simplified**, Robert F. Sharpe, Sr. 1999.

Student: _____
Last Name First Name M.I.

Signature: _____ Date: _____

Hourly employees must have their supervisor and Human Resources read and sign the section below.

By affixing our signature below, we commit to allowing the Planned Giving & Trust Services certification course work for the above student to be done during paid working hours.

Supervisor: _____
Last Name First Name M.I.
Title: _____
Email: _____
Signature: _____ Date: _____

Human Resource Personnel: _____
Last Name First Name M.I.
Title: _____
Email: _____
Signature: _____ Date: _____

Mail the completed application and registration fee of \$500 to:

Scot Coppock, Associate Director
Planned Giving & Trust Services
General Conference of Seventh-day Adventists
12501 Old Columbia Pike
Silver Spring, MD 20904

Meridith Webster (assistant) 301-680-5006

All applications and registration fees must be delivered to the GC/NAD PGTRS Department no later than January 16, 2020