

ARKANSAS FOURTH JURISDICTION CHURCH OF GOD IN CHRIST

Bishop J. E. Williams, Prelate

Mother Geneva Daniels, State Supervisor

LICENSING AND CREDENTIALING REQUEST

DATE: \_\_\_/\_\_\_/\_\_\_

DATE OF REQUEST: \_\_\_/\_\_\_/\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_

PASTOR'S NAME: \_\_\_\_\_

**\*\*LETTER OF RECOMMENDATION FROM CURRENT PASTOR (ATTACHED)\*\***

CHURCH NAME: \_\_\_\_\_

TYPE OF CREDENTIAL(S) BEING REQUESTED: \_\_\_\_\_

ADDITIONAL COMMENT: \_\_\_\_\_

REQUESTING OFFICAL:

Mother Geneva Daniels

Bishop J.E. Williams

SIGNATURE OF JURISDICTIONAL BISHOP: \_\_\_\_\_

BISHOP J.E. WILLIAMS, PRELATE

**\*\*Form can be downloaded at: [www.ar4thcogic.com](http://www.ar4thcogic.com)**

# ARKANSAS FOURTH JURISDICTION CHURCH OF GOD IN CHRIST

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## ARKANSAS FOURTH JURISDICTION LICENSING AND

### CREDENTIALING PROCESS

STEP 1.

LICENSE AND CREDENTIAL FORM MUST BE COMPLETED AND SUBMITTED

STEP 2.

ONCE OUR JURISDICTIONAL BISHOP HAS SIGNED OFF ON THE ABOVE REQUIREMENTS NOTIFICATION OF SATISFACTORY COMPLETION, YOU WILL BE DIRECTED TO GO TO [www.cogicarc.com](http://www.cogicarc.com) WHERE YOU MUST COMPLETE THE ONLINE SEXUAL HARRASSMENT CLASS AND THE BACKGROUND CHECK. YOU ARE REQUIRED TO PAY A FEE TO COMPLETE THIS PROCESS

#### *HOW TO LOG INTO THE COGICARC WEBSITE*

*(New Account)*

1. Go to [www.cogicarc.com](http://www.cogicarc.com)
2. Click on **“Request Account”**
3. The header for this page should read **“CREATE YOUR ARC ACCOUNT”** complete all requested fields. \* Remember the email address you used in this application and the password you created, will be used to login once the account has been established.
4. After reading the ARC policy click on **“Accept”** and submit the registration information.
5. Logout/Close Panel
6. You are now ready to use the **“Already Created Account”** instructions below to complete the credentialing process. **(Do not create a new account to regain access to the ARC website)**

#### *HOW TO LOG INTO THE COGICARC WEBSITE*

*(Already Created Account)*

1. Go to [www.cogicarc.com](http://www.cogicarc.com)
2. Type your User ID **(email address used when establishing the account)** and password **(created upon establishing the new account)**
3. Click **“Login”**
4. You will need to complete the **“Background Check “** and pay the required fee. The **“Sexual Harassment”** class must be completed also it can be located under the Classes/Training section of the matrix.

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JURISDICTIONAL SECRETARY – SUPERINTENDENT TYRONE BURNELL SR/ EMAIL: [TBURNELL92@GMAIL.COM](mailto:TBURNELL92@GMAIL.COM)