

JOIN US AT HEARTLAND BIBLE COLLEGE!

Are you interested in learning God's Word? Developing greater spiritual intimacy with Jesus? Building new and exciting relationships with our students? Then join us by downloading the PDF forms, filling them out, and returning them by mail to 1720 Applewood Pl NE, Cedar Rapids, Iowa 52402 as soon as possible.

We are anxious to meet and get to know you. Our goal and the love of our lives is to see you grow and blossom in the new direction God is calling you to!

Application for Admission Packet

2025-2026 Program Year



1720 Applewood Place NE, Cedar Rapids, IA 52402

(319) 720-0150

• • • • •



**Equipping God's People
For Ministry
In The Marketplace,
The Church And
The World**



Class Location:

912 18th Avenue SW, Cedar Rapids, IA



Admission Application Instructions

Thank you for your interest in applying for enrollment in Heartland Bible College (HBC). To expedite the processing of your Application for Admission it is important that all requested information be provided.

Please observe the following instructions:

1. Please type or print.
2. Answer all questions. If a question is not applicable, please write N/A. An incomplete application will delay processing.
3. If you need more space, please feel free to use an additional page indicating which question(s) you are answering.
4. Be sure to include the name and address of the two individuals from whom you are requesting references. You will want to obtain permission from each to include their name as a reference before sending in your application.
5. Please instruct both individuals to whom you have given reference forms to kindly fill them out as soon as possible and mail them directly to HBC. Clearly communicate that they are not to return them to you. You are, however, responsible to make sure they complete, sign and send them to the College. The deadline for sending in your Application, your photo, the required Essay and the two Reference Forms is August 29th for the program year.
6. Send your completed application by U.S. Mail to:

HEARTLAND BIBLE COLLEGE
c/o Rev. Dr. Michael Elmore
1720 Applewood Place NE
Cedar Rapids, IA 52402

Attach a \$25.00, non-refundable, check or money order made payable to: Heartland Bible College and note on the memo line: "Student Application Fee."

7. On receipt of both reference forms as well as your personal photo and completed Essay, your application will be processed.

Again, thank you for your interest in enrolling at Heartland Bible College. We are praying for you and will inform you as soon as your application has been processed.

Sincerely yours in Christ,

Rev. Dr. Michael Elmore
President, Site Director, Professor of Record

Pastor Denise J. Babcock
Administrative Dean



Heartland
Bible College

Application for Admission

Notice of Nondiscriminatory Policy As To Students

The Heartland Bible College admits students of any race, color, nation and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance and or any other school-administered programs.

Check One:

☐ One Year Christian Ministry Certificate

☐ Audit (Limited to 20% of Total Enrollment)

PERSONAL INFORMATION (PLEASE PRINT)

FULL LEGAL NAME: (Miss, Mrs. Mr.)

ADDRESS, CITY, STATE, ZIP:

PHONE AND E-MAIL ADDRESS:

BIRTH DATE: _____ **BIRTH PLACE:** _____

U.S. CITIZEN? Yes _____ No _____ If, "no," what type of visa do you hold? _____

Of what country are you a citizen? _____

MARRIED? Yes _____ No _____

SPOUSE'S NAME & NUMBER & AGES OF CHILDREN LIVING AT HOME:

IF MARRIED: After you have prayed and talked with your spouse concerning enrolling, please have your spouse complete this statement:

I believe my spouse should enroll because: _____

I do not believe my spouse should enroll because: _____

SIGNATURE OF SPOUSE/DATE: _____

PERSONAL INFORMATION (CONTINUED)

As a nonprofit organization, **Heartland Bible College** is required by law to report on classroom ethnic composition. Names and other personal information are not included on these reports. Please read the list below and mark the appropriate box that you feel best describes your ethnic category.

ETHNICITY

- _____ **American Indian/Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America).
- _____ **Asian** - A person having origins in any of the original peoples of the Far East, South East Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- _____ **Black or African American** - A person having origins in any of the black groups of Africa.
- _____ **Hispanic** - A person of Spanish-speaking origin or ancestry.
- _____ **White or Caucasian** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- _____ **Other:** _____

SPIRITUAL EXPERIENCE

Please describe how and when you came to commit your life to Jesus Christ as your personal Savior and Lord.

When and where were you baptized in water?

What has been your experience with the Holy Spirit?

What has been your experience with the Spiritual Gifts?

MINISTRY EXPERIENCE

In what kinds of Christian ministry have you been involved during the past 5 years?

Toward what kind of Christian ministry do you feel directed after completing your studies at Heartland Bible College? (Please Check and Explain)

☐ Church Leadership ☐ Church Planting ☐ Missions ☐ Workplace ☐ Parachurch Ministry

CHURCH INFORMATION

NAME AND ADDRESS OF CURRENT CHURCH (Include City, State, Zip Code and Phone)

MEMBER ☐ Yes ☐ No

NAME OF LEAD PASTOR: _____

LENGTH OF PRESENT ATTENDANCE: _____

CURRENT MINISTRY ASSIGNMENT: _____

CURRENT MINISTRY OVERSEER: _____

NOTE: Heartland Bible College is devoted to educating and training Christians for ministry through classroom instruction and practical experience. Therefore, to enroll, for-credit students are required to have a current ministry assignment. This does not necessarily mean a leadership “position.” Students must be serving in some capacity. If applicants have questions about this, they should contact the College.

EMPLOYMENT INFORMATION

NAME OF CURRENT EMPLOYER:

ADDRESS, CITY, STATE, ZIP:

EMPLOYER PHONE:

LENGTH OF PRESENT EMPLOYMENT:

PERSONAL VISION

Please write a short description of your vision for the following areas:

FAMILY (if married):

MINISTRY:

PERSONAL: A statement of your personal life mission (Why do you exist?)

EDUCATION

HIGH SCHOOL ATTENDED:

DATE OF GRADUATION:

NAME OF COLLEGE, UNIVERSITY, SEMINARY, ETC. YEARS ATTENDED; MAJOR FIELD OF STUDY; DIPLOMA, DEGREE EARNED AND YEAR. DATE OF GRADUATION:

FINANCES

Will you have adequate finances to complete the program? (For-Credit Tuition Cost: \$1,250; \$625 for Non-Credit (Audit) Students)

Yes _____ No _____ If No, Explain:

HEARTLAND BIBLE COLLEGE EDUCATIONAL GOAL

One Year Christian Ministry Certificate: _____

Non-Credit (Audit): _____

REFERENCES (2 REQUIRED-FOR CREDIT STUDENTS ONLY) PLEASE PRINT

(1.) PASTORAL REFERENCE: _____

ADDRESS, CITY, STATE, ZIP CODE, PHONE, HOW LONG YOU'VE KNOWN THEM:

MINISTRY DESCRIPTION: _____

(2.) CHRISTIAN FRIEND (NON-CLERGY, NOT FAMILY):

NAME, ADDRESS, CITY, STATE, ZIP CODE, PHONE, HOW LONG YOU'VE KNOWN THEM:

MINISTRY DESCRIPTION: _____

NOTE: These references are to coincide with the mandatory reference forms that are to be filled out by the above persons and submitted to the school. The reference forms are contained in this packet.

I hereby apply for admission to the Heartland Bible College and certify to the best of my knowledge that the information provided in this application is true.

STUDENT SIGNATURE AND DATE: _____

Please attach a \$25 check or money order made out to **Heartland Bible College** for the non-refundable application fee and note on the memo line: "Student Application Fee." Also, include a picture of the Student and the mandatory Student-written Essay assignment as listed below.

MAIL TO:

HEARTLAND BIBLE COLLEGE
c/o Rev. Dr. Michael Elmore
1720 Applewood Place NE
Cedar Rapids, IA 52402

Thank you.

WRITING ASSESSMENT

Considerable portions of the Heartland Bible College curriculum include writing. In order to appropriately determine whether the applicant is proficient in the necessary writing requirements, a mandatory writing assessment is to be completed with this application.

On a separate document, please write a response to the prompt below in essay format and submit it with the above application. Make sure to read all the following instructions.

1. This essay MUST be typed.
2. This essay should be double-spaced, at a minimum of one page.
3. The font should be size 12 point, Times New Roman or Arial.
4. You MUST include your full name and date at the top left corner of the page.

ESSAY PROMPT (TWO-PART QUESTION-ANSWER EACH:

Why are you interested in enrolling in the Heartland Bible College and how will the Heartland Bible College help you reach your ministry goals?



Application Checklist

Any questions, please contact Dr. Michael Elmore, Site Director at (319) 720-0150. Thank you.

- _____ Complete the Application for Admission.
- _____ Attach a photo of yourself to the Application.
- _____ Gain permission to use names and information of references in the Application for Admission.
- _____ Send reference forms to your Pastor as well as a Christian friend who knows you. (included in this packet).
- _____ Type the Essay and include it with the Application for Admission.
- _____ Submit the Application for Admission and Essay to the College with a \$25.00 non-refundable application fee to:

HEARTLAND BIBLE COLLEGE
c/o Rev. Dr. Michael Elmore
1720 Applewood Place NE
Cedar Rapids, IA 52402



PASTORAL REFERENCE FORM (Page 1 of 3)

(You are responsible to return this form to the College.)

NAME OF APPLICANT: _____
(Please Print-Last Name, First Name, Middle Initial)

The person named above is applying for admission to **Heartland Bible College** and has given us your name as a minister who knows him or her well. Serious consideration is given to this recommendation, therefore, your help in completing this form as candidly as possible will be greatly appreciated. All information provided will be held in strictest confidence and considered confidential. Any questions, please contact Dr. Michael Elmore, Site Director at (319) 720-0150. Thank you.

How long:

- a) have you known the applicant?
- b) have you known him or her to have lived a consistent Christian life?
- c) has he or she been an active part of your church fellowship?

In what ministry activities within your fellowship has this person been involved in during this past year?

Please circle the following as appropriate concerning the applicant. 1-Poor to 5-Superior

MENTAL ABILITY	1	2	3	4	5
EMOTIONAL ABILITY	1	2	3	4	5
SPIRITUAL MATURITY	1	2	3	4	5
FINANCIAL RESPONSIBILITY	1	2	3	4	5
PERSONALITY	1	2	3	4	5
GENERAL HEALTH	1	2	3	4	5

PERSONAL APPEARANCE	1	2	3	4	5
FAMILY RELATIONSHIPS	1	2	3	4	5
INTER-PERSONAL RELATIONSHIP	1	2	3	4	5
CHARACTER ABOVE REPROACH	1	2	3	4	5
DEPENDABILITY	1	2	3	4	5
COOPERATION	1	2	3	4	5
INITIATIVE	1	2	3	4	5
LEADERSHIP	1	2	3	4	5
ATTITUDE & RESPECT FOR AUTHORITY	1	2	3	4	5
TEACHABLENESS	1	2	3	4	5
TEAM PLAYER	1	2	3	4	5
SENSE OF CALLING & GIFTEDNESS	1	2	3	4	5

I Recommend this Applicant:

_____ With No Reservation _____ With Reservation _____ Do Not Recommend

Comments:

MENTORING INTERNSHIP

Heartland Bible College is a dual-track school combining formal classroom instruction with non-formal, in-the-field training. The one-year Christian ministry program consists of nine core courses and nine months of internship under the oversight of a ministry mentor. Instruction with application is the point. The classroom instructors and in-the-field mentors function as partners in the equipping and empowering of students in ministry. The mentoring internship is based on a committed, agreed upon process between the ministry mentor and student which includes: a) assigned responsibilities, b) weekly time involvement,

PASTORAL REFERENCE FORM (Page 3 of 3)

c) accountability, d) evaluation, and e) development. Therefore, it is vitally important that a mentor/student relationship be established before the class sessions begin.

Due to the limited knowledge of individual congregation communities by the school administration, it is the responsibility of the leadership in the applicant's church to identify and establish an appropriate mentor for the student.

_____ There will be an opportunity for some type of ongoing ministry in the church or community for the applicant to participate in to fulfill the Mentoring Internship portion of the **Heartland Bible College** curriculum.

_____ I am willing and able to assist the applicant in identifying and establishing a mentor for the applicant if they are approved and accepted for enrollment at **Heartland Bible College**.

NAME OF

PASTOR: _____
(Please Print and Sign; Last Name, First Name, Middle Initial)

DATE: _____

CHURCH POSITION AND DENOMINATION: _____

ADDRESS, CITY, STATE, ZIP CODE:

PHONE AND EMAIL: _____

Thank you for completing this reference form as soon as possible. After signing and sealing it, please mail directly to:

HEARTLAND BIBLE COLLEGE
c/o Rev. Dr. Michael Elmore
1720 Applewood Place NE
Cedar Rapids, IA 52402



CHRISTIAN FRIEND REFERENCE FORM (Page 1 of 2)

(You are responsible to return this form to the College.)

NAME OF APPLICANT: _____
 (Please Print-Last Name, First Name, Middle Initial)

The person named above is applying for admission to Heartland Bible College and has given us your name as a friend or non-clergy member who knows him or her well. Your candid appraisal of this applicant is appreciated. All information provided will be held in strictest confidence and considered confidential. Any questions, please contact Dr. Michael Elmore, Site Director at (319) 720-0150. Thank you.

a.) How long have you known the applicant? _____

b.) In what connection? _____

Please circle the one statement in each category which best describes the applicant over the past 6 months.

SPIRITUALITY <i>Personal Devotion And Testimony</i>	Relatively superficial	Extreme and overly emotional	Genuine, but mild	Vital and contagious
MORAL INTEGRITY <i>Lifestyle at Home As Seen By Others</i>	Questionable	Growing but some lingering problem areas	Acceptable	Without Questions
RELIABILITY <i>Dependability, Consistency</i>	Unreliable	Erratic	Usually Reliable	Reliable
COOPERATION <i>Working With Others, Loyalty</i>	Unwilling	Indifferent	Usually Willing	Outstanding
INITIATIVE AND PERSEVERANCE <i>Diligent In Tasks</i>	Needs Constant Prodding	Completes Tasks If Supervised	Does Ordinary Assignments	Completes Tasks Regardless of Difficulty
EMOTIONS <i>Reactions Of Wisdom</i>	Unresponsive	Easily Depressed Or Elated	Fairly Well-Balanced	Well-Balanced

