

DR. CAROLYN COLEMAN'S
JACKSON BRANCH

Of

KINGDOM THEOLOGICAL SEMINARY

2025 - 2026

HANDBOOK

HANDBOOK

DEAN

DR. CAROLYN COLEMAN

324 RAYMOND ROAD

JACKSON, MS 39074

ADMISSION DOCUMENTATION

<p>Purpose</p> <p>Admissions Requirements</p>	<p>Kingdom Theological Seminary was founded for the purpose of making a good, biblically oriented education, specifically directed toward the Christian Counseling field, available to pastors, Christian Counselors, and Christian worker.</p> <p>Applicants should complete the application and then submit the following items to this office.</p>
<p>DOCUMENTATION</p>	<ol style="list-style-type: none"> 1. Complete application forms. THERE IS NOT AN APPLICAION FEE. 2. Official transcripts from any high school postsecondary school, college, and university, technical or similar school previously attended should be sent to the C Squared Education Resource Center office or email to coleman.carolyn56@yahoo.com. You can upload documents at the website: www:drcctheladyofwisdom.com Applicants must have (earned a high school diploma, a General Education Diploma (GED), or similar certificate to apply and send a copy to the Registrar’s Office.
<p>Acceptance Information</p> <p>Acceptance Letter</p>	<ol style="list-style-type: none"> 3. A current photograph 4. Send your background check by email or mail to the address above. <p style="text-align: center;">Acceptance Procedure</p> <p>Once all request documentation is submitted and approved you will receive a Welcome Letter. At this point your fees will be due. You may pay fee assessment for the upcoming semester or for the year using our PayPal app online or by Zelle or CashApp. You will receive a calendar with course schedules, holiday and special events information for the year.</p> <p>Upon receipt of your payment confirmation via email, you will be provided with comprehensive instructions concerning orientation and course registration.</p> <p>Should you require any clarification regarding the admissions process, available payment methods, or course selection, our administrative team remains at your service.</p>
	<p>If you need assistance at any stage, please do not hesitate to contact our office. We are dedicated to supporting you throughout your transition from applicant to enrolled student.</p>

ACCREDITATION INFORMATION FOR KTS

*WORLD - WIDE ACCREDITATING COMMISSION
OF
CHRISTIAN EDUCATIONAL INSTITUTIONS*

Rev. Dr. Paul Richardson, Executive Director

***2800 Blendwell Rd.
Richmond, Va. 23224
Phone: 1-804-276-4709
DrPaulRich@Juno.Com***

Dear friend in Christ,

Thank you for your inquiry. We are always happy to hear from those who may be interested in the W. W .A. C.

Every year over 4 million Americans pursue some form of home study program from over 600 institutions that offer correspondence courses.

The Church and Bible Schools are the backbone of the morality of any country, therefore the more, the better. Bible Colleges and Institutes are the educational arm of the Body of Christ and such Para-Church ministries are never to be under-estimated in their influence and significance.

Continuing Christian Education is one of the greatest ministries in the world today involving many who are on the cutting edge of the Cause of Christ.

The quality of educational services offered by our member institutions helps build the Christian character of students, who in turn directly impact the world for Christ.

This is why we are dedicated to promoting and upholding professional Christian Educators, who are committed to motivating, activating, and mobilizing Christian workers and ministers around the globe.

Only you and the Lord know the amount of time, work, and money invested in your school on an on-going basis. If you have further questions, please feel free to contact us. May the Lord richly bless you and your work for His glory?

Respectfully in Christ,

*Dr. Paul Richardson
Executive Director*

STUDENTS WANT TO KNOW

Anyone trying to motivate people to study the Scriptures is to be highly commended; and those inspired by God to found Bible school certainly deserves recognition.

The production of curriculum and the development of programs can represent years of labor-intensive work. Starting a Bible Institute is a very great accomplishment, and accreditation is the public crowning of that achievement.

Of course, every Theological Seminary was unknown when it first began, and it usually requires years of consistent performance to build a good reputation. Christian educational institutions need all the credibility that they can get, but it's usually difficult to become nationally known. But with some outside assistance you can become more widely known faster.

In the commercial world of today, consumers have learned that all is not what it appears to be so they say "buyer beware." Likewise, if a student is going to expend time, effort, and money to obtain a degree, it is particularly important to know of the legitimacy, integrity, and prestige of the institution from which it comes.

So how can a prospective student know if the school they are considering is of good quality or not? Well, they realize that an outside viewpoint is more likely to be objective. Thus we have accrediting agencies.

An Accreditation Agency is a kind of consumer protection agency in the field of education to ensure as far as possible that a school is what it says it is and does what it says it does.

So the first question in the mind of an informed prospective student is, "Is your school accredited, and by whom?"

All other things being equal, a smart prospective student would definitely prefer an accredited school over an unaccredited one. Accreditation also assures other schools, agencies, and organizations that your school:

Has appropriate and clearly defined objectives.

That you offer valid programs and meet acceptable standards in the world of education.

That what you promise, you deliver.

WHAT IS ACCREDITATION?

By definition, the word "accredit" means to authorize, endorse, and officially approve of. What ordination is to a minister; accreditation is to a school. Accreditation is a group process by which schools voluntarily agree to participate in a set of established standards in order to encourage quality education.

Schools are not legally required to become accredited, but it is a very desirable standing. Accredited status means a school has voluntarily undergone a comprehensive examination to determine that it operates at a worthy level of performance.

SEPARATION OF CHURCH AND STATE

There is secular education and there is religious education.

Secular schools seek secular education, and sacred schools receive sacred accreditation—each by their own peers.

Religious institutions need no secular accreditation because they offer no secular degrees.

Secular accreditation associations in turn are recognized by governmental agencies. They trace their authority back to the capitol of a country, like Washington, D.C.

Religious accrediting associations are recognized by the Church of our Lord Jesus Christ, which has no supreme central office on earth. Our authority is derived directly from Heaven.

Civil and religious interests are different and have separate realms of jurisdiction.

The State is not superior to the Church. The Church need not wait for approval from the secular world.

Civil agencies should not be dictating standards of Christian education, any more than a police officer should be directing the worship of God.

Theological Seminaries should not be accredited by accrediting associations that are "recognized" by an agency of the federal government, because it is contrary to the Biblical principle of "Separation of Church and State," indicated by Christ when He said, "...Render unto Caesar the things that are Caesar's, and to God the things that are God's..." (Mark 12:17).

What business does a Christian educator have going to the world of unbelievers for recognition and acknowledgement when II Cor. 6:14 clearly tells us, "Be ye not unequally yoked together with unbelievers: for what fellowship hath righteousness with unrighteousness?"

A Christian educational institution securing accreditation from an association which is attached to a governmental agency is a Scripturally condemned and unholy union as James 4:4 says, "Ye adulterers and adulteresses, know ye not that the friendship of the world is enmity with God?" The Worldwide Accreditation Commission of Christian Educational Institution, in accordance with the inspired teaching of the Bible, has chosen not to seek endorsement from either the EAES or CHEA.

BOGUS ACCREDITATION

Accrediting standards differ widely from agency to agency. Some are next to impossible to get into, and others don't check anything. Any so-called accrediting society that offers to accredit your school without knowing anything about your school is just trying to sell you an expensive piece of paper.

As there are bogus schools that sell Doctorate degrees, even so there are bogus accrediting agencies that will accept anyone who pays their fee.

It is highly unethical for a Bible Institute to accredit itself. It is like a minister ordaining himself. But such worthless self-accreditation is exactly what most "degree mills" do. They try to conceal the fact that their so-called school and so-called accrediting association is at the same place by offering no address for the accrediting association, which is why some accrediting associations are unlocatable.

But the W.W.A.C. has nothing to hide because we know where we stand with God and with man. We can't please everyone, but we are not afraid of honest questions and reasonable requests.

All of our member schools are encouraged to list our name and address in their catalogs and bulletins. And you may rest assured that when called upon to verify your accreditation with us, we shall render ample support. WHAT IS THE W.W.A.C.?

The W.W.A.C. is a nonprofit, tax-exempt organization dedicated to making a significant contribution to the promotion of Christian education everywhere. We are governed by a Board of Directors, all of whom are reputable born-again Christians. The W.W.A.C. was founded to:

Upgrade standards of scholarship among evangelical educational institutions.

To award certificates of accreditation to deserving schools.

To continue to monitor compliance with set standards.

We specialize in Theological Seminaries, Christian Colleges, and Bible Institutes of all sizes, including both traditional and alternative programs. We are also concerned with helping any formal ministry teaching the Word of God in an on-going relationship between instructor and students, which may not fit into any denominational mold, to develop into a viable school.

The W.W.A.C. is part of the Full Gospel of Christ Fellowship, Inc., which was originally founded early 1972 in Houston, Texas and functions within the 501©3 status of the Internal Revenue Service. The Board of Directors of the F.G.C.F.I. has formally given its full recognition, endorsement, and approval of the W.W.A.C.

F.G.C.F.I. has licensed and ordained about 385 Pastors and Evangelists and is held in highest esteem by them. This parent Organization also has about 190 Churches and Evangelistic Associations, who are legally affiliated with it, some very sizable and bearing much good fruit for the glory of God.

The W.W.A.C. holds itself accountable to God, the Church, the laws of the land, and the public. We are non-governmentally connected, and we do not engage in partisan political activities. Unlike regional accrediting associations which are limited to one area, we were established as a multi-national association of Christian Educational Institutions.

The W.W.A.C. is grateful for the opportunity of meeting a real need; and we are thankful for the enthusiastic comments of the global Christian Educational community, as well as the blessings of God. We are one of the most reasonable and one of the fastest expanding networks of Christian Institutions of its kind.

OTHER RESOURCES AVAILABLE

Any Chancellor, Teacher or other School official, who may need Ministerial credentials.

Any School that needs to be legally set up as a non-profit 501©3 organization, we can save you a lot of work, time, and money.

Any School who would like to enlarge its curriculum, we sell Bible Courses with full copy right privileges to reprint and use in any way.

THE FOUNDER

The W.W.A.C. was founded by Dr. Paul Richardson and a group of Christian Educators associated with the Spirit of Truth Institute.

Dr. Richardson has been in full-time Christian service since September 1958. He is also the Chancellor of the Spirit of Truth Institute, which is not accredited by the W.W.A.C., but by another agency.

Being involved in Christian higher education for some years, he has an understanding of the difficulties that confront school administrators, and after some urging by friends finally felt led to fulfill the vision God gave him in 1981 of establishing the W. W .A. C.

Dr. Richardson founded two Churches in Texas, two in North Carolina, and now with his wife, Dr. Faye Richardson, co-pastors Christ Worship Center, a Bible-Believing, Christ-Centered, and Spirit-Filled Church, where many scores of ministers have been ordained.

Dr. Richardson has taken missions to Japan, Israel, and etc. and has appeared on numerous Television programs.

CONCLUSION

A school without any accreditation may rely upon the good will of the students alone, but this is an unnecessary limitation. A preacher or school may say, "I have approval from God!" Wonderful! But why not have power and favor from both God and man like

Jacob --- Gen. 32:28,
Joseph --- Gen. 29:21,
Samuel --- I Sam. 2:26, and Jesus --- Lk. 2:53.

Accreditation with W .W .A.C. provides the added boost your school has needed. Every serious Christian educational institution should voluntarily seek accreditation to promote a professional public image and increase the prestige of its certificates, diplomas, and degrees. Whether your school is new or old, small or large, campus or correspondence only, we believe we can be a benefit to your school; W.W.A.C. was one of the wisest investments I ever made."

We are happy for you to contact us by mail for any appropriate assistance. We will respond as quickly as possible, but please allow up to two weeks especially in case of holidays, weather, and etc.

WORLD - WIDE ACCREDITATING COMMISSION OFCHRISTIAN EDUCATIONAL
INSTITUTIONS

*Rev. Dr. Paul Richardson, Executive Director 2800
Blendwell Rd.
Richmond, Va. 23224
DrPaulRich@Juno.Com*

Sincerely in Christ,

Dr. Paul Richardson,
Executive President

Kingdom Theological Seminary, Inc. Organization Structure

President: Dr. Steven Harrison

Phone: 601-892-1975 or 601-951-4167

Dean: Dr. Ricky O'quinn

Dean: Dr. Ray Coleman

Dean: Pastor Augustas Jones

Dean: Dr. Phillip Hamilton

Dean: Dr. Antoine Eakins

Dean: Dr. Brenda Noach

Dean: Dr. Annie Thompson

Dean: Dr. Carolyn Coleman

Dean: Dr. Samson Olasupo

Dean: Pastor Caliph Ndemo

Secretary: Mrs. Domekia Harrison

[Assistant](#) Secretary: Dr. Judy Smith

Assistant Secretary: Miss. Shaquille Claiborne

Kingdom Theological Seminary is a totally accredited, non-denominational, incorporated, on campus, satellite, and online seminary, we do not discriminate [against](#) anyone.

You can receive an accredited degree in Theology, Divinity, Christian Counseling, or Religious Education.

The degrees are Associates, Bachelor, Master, and [Doctorate](#)

*This Website has been developed to be user friendly, it is simple, it's easy, it's for anyone. I have deleted all the excess information and saved only the essentials. If you are interested in going to Dr. Carolyn Coleman Jackson Branch of Kingdom Theological Seminary online, please follow the simple and easy **4 step** process.*

For your convenience we now accept payments through

Cash App \$TheLadyofWisdom

PayPal.me/Coleman526

Zelle: coleman.carolyn56@yahoo.com

Location of Headquarter School

Kirby, Mississippi Location

Kingdom Theological Seminary, Inc. 20
Mount Olive Cemetery Lane N.W.
Kirby, Ms. 39661

Location of Satellite Schools

1. Crystal Springs, Mississippi Location

Dean/Correspondent Director: Pastor Augustus Jones

2. Pattison, Mississippi Location

Dean/Correspondent Director: Dr. Ray Coleman

3. Brookhaven, Mississippi Location

Dean/Correspondent Director: Dr. Phillip Hamilton

4. Clayton, Louisiana, Location

Dean/Correspondent Director: Dr. Ricky O'Quinn

5. Houston, Texas Location

Dean/Correspondent Director: Dr. Antoine Eakins

6. Milwaukee, Wisconsin Location

Dean/Correspondent Director: Dr. Brenda Noach

7. South Africa Location

Dean/Correspondent Director: Dr. Brenda Noach

8. West Jackson Location

Dean/Correspondent Director: Dr. Annie Thompson

9. Dr. Carolyn Coleman Jackson Location (DCCJ)

Dean/Correspondent Director: Dr. Bishop Carolyn Coleman

10. West Africa, Lagos, Nigeria Location

Dean/Correspondent Director: Dr. Samson Olasupo

11. East Africa, Kenya Location

Dean/Correspondent Director: Pastor Caliph Ndemo

Carolyn Coleman

560 Cedarwood Drive

Jackson, MS 39212

For more information on the school please call Dr. Carolyn Coleman 601-405-2050

e-mail: ccoleman@csquarededucation.com or coleman.carolyn56@yahoo.com Non-

Discriminatory Policy

Kingdom Theological Seminary DCCJ Branch adheres to consistent screening policies pertinent to its mission and call. However, it does not discriminate based on gender, race, color, age, national or ethnic origin in the administration of its educational policies, admissions policies, or college administered programs. Admitted students are privileged to enjoy all programs, activities and freedoms generally made available to the students at the site.

Confidentiality of Student Records

The Educational Resource Center and the Kingdom Theological Seminary, Inc., practices are in full voluntary compliance with the Family Rights and Privacy Act (Buckley Amendment). For details concerning the handling of student files and policies concerning student record review, please consult the Registrar.

Accreditation

KTS has not sought accreditation with any small or local accrediting association or institution. At the proper time in the life of the school the Seminary may or will apply for regional accreditation. The Seminary is a member of The Worldwide Accreditation Commission of Christian Education Institutions.

The Institute also is in concert with several other similar religious institutions to better enable students to transfer credits and seek extra course work through sister institutions.

The Board of Directors of Kingdom Theological Seminary, Inc., states that the quality of courses offered to students through the Seminary helps to show the credibility of the institution. A copy of one of our syllabi is available upon request.

It has also been established that the Institute, both religious not offer degree programs customarily offered at secular colleges and universities.

NOTE: Certification Creditability

The KTS's certification program does not qualify one for a state license nor is it to be confused with any state license. Most states have various laws that require a regionally accredited Masters or Doctors degree before one may be certified by the state. KTS certification is provide for those who are called by the Lord into a ministry of counseling, preaching and teaching.

Disclaimer for DCCJ Branch of Kingdom Theological Seminary, Inc

Disclaimer

Kingdom Theological Seminary is a theological seminary. It is accredited by World-Wide Accrediting Commission of Christian Educational Institution and incorporated by the state of Mississippi. Its primary objective is focus on encouragement and maintenance of sound scholarship at the highest academic achievement levels, in the areas of religious education. Quality education is always the goal. It is a non-governmental body and makes no claims to relate to any Governmental Agency.

A student or potential student must understand that credits hours taken in one type of program may or may not transfer to another type program. This is the sole determination of the receiving institution or organization.

A graduate in one field may have difficulty in being hired in a field they are not certified for. Understand that the Kingdom Theological Seminary in Kirby, Mississippi and online is a Seminary College. Credits hours and degrees are not guaranteed to be accepted by Secular or state-run programs.

I have read and understand the type of degree for which I have applied, and DCCJ/Kingdom Theological Seminary is not responsible for my employment or career goals. May your educational journey be Blessed.

Signature

Date Witness:

CSquared Edu, Resource Center
DCCJ Branch of Kingdom Theological Seminary
Headquarter Location
324 Raymond Road
Jackson, Mississippi 39204

Reference Form

Form must be typed or completed in black ink.

Waiver: _____ I waive the right to review reference responses to this form.

Therapist or Minister Signature: _____

The person listed below has given your name as a reference. Please complete this form and return your application. Neatness, clarity, and dark copy which reproduce well are essential. If the waiver has been signed the information is confidential but will be seen by the Board of Directors of CSERS. Thank you for your assistance.

Please mail this form to:
Dr. Carolyn Coleman, President
324 Raymond Road
Jackson, Mississippi 39204

Minister/Therapists Name: _____

Address 1: _____ City: _____ State: _____

Address 2: _____ City: _____ State: _____

Phone#: _____ Cell#: _____ Email: _____

Reference Name: _____

Address 1: _____ City: _____ State: _____

Address 2: _____ City: _____ State: _____

Phone#: _____ Cell#: _____ E mail: _____

How long have you known this person? _____ Relationship: _____ Lay member of present

congregation _____ Clergy Colleague _____ Counselor /Therapist Colleague _____ Fellowship/

Denominational Leader/Staff _____ Family Friend _____ Other _____

PERSONAL CHARACTERISTICS

Please place the appropriate number in the blank following the personal characteristic:

1. Exemplary 2. Many Times, 3. Seldom 4. Do not know.

1. ____ Follows through with responsibilities.
2. ____ Protects confidentiality.
3. ____ Handles pressure well.
4. ____ Manages time wisely.
5. ____ Appropriate personal appearance 6. ____ Likes people.
7. ____ Handles conflict well.
8. ____ Portrays Christian maturity.
9. ____ Takes criticism well.
10. ____ Takes praise graciously.
11. ____ Seeks help from others when needed.
12. ____ Takes time for study.
13. ____ Is creative/Imaginative. 14. ____ Has a positive attitude
15. ____ Is flexible/adaptable.
16. ____ Is a good listener.

This person uses the following leadership styles (Rank 1, 2, 3)

____ Takes primary initiative and responsibility.

____ Allows laity or associates to take primary responsibility.

____ Share responsibility with laity or associates

For what type of situation do you feel this person is best suited?

Are there counseling or ministerial situations for which it would be unwise to consider?

Is this person counseling, does he/she maintain confidentiality, being compassionate and sensitive to others are maturity and security?

Is this person counseling, does he/she help persons develop their spiritual life; encouraging persons to relate to others?

Is this person counseling, does he/she make calls on person in hospitals, ministering to person in crisis?

Are there other comments which would assist the American Associations of Christians Therapists in planning?

Signature: _____

Date: _____

This form is provided by the CSquared Educational Resource Center in Jackson, Ms. 39204.

**PRINT TWO (2) COPIES AND GIVE TO
YOUR REFERENCE HAVE THEM SEND
THE FORM DIRECTLY TO CSQUARE LLC,**

324 Raymond Road Jackson, MS 39204
Office#: 601-405-2050

REQUIRED DOCUMENTS
FOR
ADMISSION

DCCJB of Kingdom Theological Seminary

Student Release Form for Media Recording

2025-2026

I, the undersigned, do hereby grant or deny permission to DCCJ/KTS to use my picture: _____, as marked by my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on: www.drcctheladyofwisdom.com website.

- Deny permission to use my image at all.
- Grant permission to use my image in the following ways (mark all that apply):
 - Limited usage: I want my image used within the [Organization Name] setting only (not in the larger community).
 - Limited usage: I want my image used for educational materials only (not marketing). This could be either within [Organization Name] or in the larger community. One example of this could be videos in parent education classes.
 - Limited usage: I allow my image to be used on printed, digital or video use.
 - Unrestricted usage: I give unrestricted permission for my image to be used in print, video, and digital media. I agree that these images may be used by [Organization Name] and DCCJB of Kingdom Theological Seminary Inc. for a variety of purposes and that these images may be used without further notifying me. I do understand that the child's last name will not be used in conjunction with any video or digital images.

Student Signature: _____ Date _____

Dr. Carolyn Coleman
Dean of DCCJB of Kingdom Theological Seminary
324 Raymond Road
Jackson, Mississippi
601-405-2050

If you have questions, contact Dr. Coleman at 601-405-2050.

Please make a copy of this form for your own records and mail or fax the original.

FEE ASSESSMENT

Kingdom Theological Seminary Tuition and Fee Sheet

DCCJ Branch 2025-2026

Associate's Degree Programs

\$350.00 per Semester per Class

Bachelor's Degree Programs

\$450.00 per Semester per Class

Master's Degree Program

\$450.00 per Semester per Class

Doctorate's Degree Program

\$650.00 per Semester per Class

Graduation Fees

Associates \$150.00

Bachelor's \$200.00

Master's \$250.00

Doctorate's \$300.00

Closing Program Fees

\$200.00 per Scholar

ALL TUITION FEES ARE TO BE PAYED PRIOR TO THE START OF THE SEMESTER.

Those Scholars requesting a payment plan must make your request in writing to Dean Coleman prior to Orientation. You may pay your fees online by PayPal or Cash App. Register online at www.drcctheladyofwisdo.com

Tuition is due the day you receive your acceptance letter.

ALL FEES FOR THE SEMESTER MUST BE PAYED PRIOR TO THE 1st DAY OF CLASS



DCCJ Application

CSquare EDU. DCCJ/KTS REGISTRATION FORM

DCCJ Branch of Kingdom Theological		Seminary or C Square Educational	
Today's Date: [_____]			
Resource Center (AAI) Student Information :			
Student's last name: [Last Name]	First: [First Name]	Middle: [Middle Initial]	Marital status: [Choose an item]
Is this your legal name? <input type="radio"/> Yes <input type="radio"/> No		Former name: [Former Name]	Birth date: [Birthdate]
Age: [Age]		Sex: <input type="radio"/> M <input type="radio"/> F	name? <input type="radio"/> <input type="radio"/>
Address: [Address/ P.O Box, City, ST ZIP Code]			
Social Security no.: [SS#]	Home phone no.: [Phone]	Cell phone no.: [Phone]	
Occupation: [Occupation]	Employer: [Employer]	Employer phone no.: [Phone]	
How did you learn about us? (Please choose one option):			
<input checked="" type="radio"/> Former Student		<input type="radio"/> Clergy	<input checked="" type="radio"/> Online
<input type="radio"/> Family or Friend		<input type="radio"/> Clubhouse	
Other family members attending			
EMERGENCY CONTACT INFORMATION			
Contact #: _____	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>	<input type="radio"/> <input type="radio"/>
Birth date: _____	Address (if different): _____	Home phone no.: _____	
[Responsible party]	[Birthday]	[Address]	[Phone]
Is this person your spouse? <input type="radio"/> Yes <input type="radio"/> No			
Is this person a student or former student in the program? <input type="radio"/> Yes <input type="radio"/> No			
			Employer phone

Occupation: Employer: Employer address: no.:

[Occupation] [Employer] [Address] [Phone]

DEGREE SEEKING INFORMATION

Please indicate Degree Seeking: [Choose an item]

Select Your Major from

Theology	Divinity	Counseling	Religious	Christian	Education
CIRCLE ONE					
Associates Bachelor 1 (if applicable): Master's 1 Doctorate 1	Associates 2 Bachelor 2 Doctoral 2	Associates s Bachelor 3 M aster's3 Doctoral 3	Associates 4 Bachelor 4 Master's 4 Doctoral 4		
IN CASE OF EMERGENCY					
Name of local friend or relative (not living at same address): [Friend or relative name]		Relationship to student: [Relationship]		Cell phone no.: [Phone]	Work phone no.: [Phone]
The above information is true to the best of my knowledge. I authorize CSERC/ DCCJ Kingdom Theological Seminary to validate my information. I understand that I am financially responsible for any balance.					
_____ Student Signature			_____ Date		
_____			_____		
_____			_____		

Non-Discriminatory Policy

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Policy and Procedure Guidelines

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I have read and understand the type of degree for which I have applied, and Kingdom Theological Seminary is not responsible for my employment or career goals. May your educational journey be Bless.

Witness Signature: _____ **Date** _____

DCCJB Reference Form
324 Raymond Road
Jackson, Mississippi 39204

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Waiver: _____ I waive the right to review reference responses to this form.

Therapist or Minister Signature: _____

The person listed below has given your name as a reference. Please complete this form and return your application. Neatness, clarity and dark copy which reproduce well are essential. If the waiver has been signed the information is confidential but will be seen by the Board of Directors of CSERS. Thank you for your assistance.

Please mail this form to: CSERS
Dr. Carolyn Coleman, President
324 Raymond Road
Jackson, Mississippi 39204

Minister/Therapists Name: _____

Address 1: _____ City: _____ State: _____

Address 2: _____ City: _____ State: _____

Phone#: _____ Cell#: _____ Email: _____

Reference Name: _____

Address 1: _____ City: _____ State: _____

Address 2: _____ City: _____ State: _____

Phone#: _____ Cell#: _____ Email: _____

How long have you known this person? _____ Relationship: _____ Lay member of present
Congregation _____ Clergy _____ Counselor/Therapist _____ Colleague _____
Fellowship/Denominational _____ Leader/Staff: _____ Family _____ Friend _____ Other _____

PERSONAL CHARACTERISTICS

Please place the appropriate number in the blank following the personal characteristic:

2. Exemplary 2. Many Times 3. Seldom 4. Do not know.

16. _____ Follows through with responsibilities
17. _____ Protects confidentiality.
18. _____ Handles pressure well.
19. _____ Manages time wisely.
20. _____ Appropriate personal appearance
21. _____ Likes people.
22. _____ Handles conflict well.
23. _____ Portrays Christian maturity.
24. _____ Takes criticism well
25. _____ Takes praise graciously.
26. _____ Seeks help from others when needed.
27. _____ Takes time for study.
28. _____ Is creative/Imaginative. 29. _____ Has a positive attitude
30. _____ Is flexible/adaptable.
31. _____ Is a good listener.

This person uses the following leadership styles (Rank 1, 2, 3)

_____ Takes primary initiative and responsibility.

_____ Allows laity or associates to take primary responsibility.

_____ Share responsibility with laity or associates

For what type of situation do you feel this person is best suited?

Are there counseling or ministerial situations for which it would be unwise to consider?

Is this person counseling, does he/she maintain confidentiality, being compassionate and sensitive to others are maturity and security?

Is this person counseling, does he/she help persons develop their spiritual life, encouraging persons to relate to others?

Is this person counseling, does he/she make calls on person in hospitals, ministering to person in crisis?

Are there other comments which would assist the American Associations of Christians Therapists in planning?

Signature: _____

Date: _____

This form is provided by the CSquare Educational Resource Center in Jackson, Ms. 39204.

**PRINT TWO (2) COPIES AND GIVE TO
YOUR REFERENCE AND HAVE THEM
SEND THE FORM DIRECTLY TO**

CSQUARE EDU

Attention Dean Dr. Carolyn Coleman

324 Raymond Road

Jackson, MS 39204

Or Email to: coleman.carolyn56@yahoo.com

Kingdom Theological Seminary Tuition and Fee Sheet

Associate's Degree Programs

350.00 per (6 Week Course)

Bachelor's Degree Programs

\$450.00 per (6 Week Course)

Master's Degree Program

\$550.00 per (6 Week Course)

Doctorate's Degree Program

\$650.00 per (6 Week Course)

Graduation Fees

Associates \$125.00

Bachelor's \$150.00

Master's \$175.00

Doctor's \$200.00

Closing Program Fees

\$150.00 per scholar

*ALL TUITION FEES ARE TO BE PAYED UPON RECEIPT OF ACCEPTANCE FOR ADMISSION
TO INTO THE PROGRAM OR INDIVIDUAL CLASS.*

*Those Scholars requesting a payment plan must make your request to Dean Coleman prior to
Orientation. You may pay your fees online by:*

PayPal

Cash App

Zelle

The 1st Payment should be no less than \$150.00

POLICY & PROCEDURE GUIDELINES

Non-Discriminatory Policy

Kingdom Theological Seminary DCCJ Branch adheres to consistent screening policies pertinent to its mission and call. However, it does not discriminate on the basis of gender, race, color, age, national or ethnic origin in the administration of its educational policies, admissions policies, or college administered programs. Admitted students are privileged to enjoy all programs, activities and freedoms generally made available to the students at the site.

Confidentiality of Student Records

The Educational Resource Center and the Kingdom Theological Seminary, Inc., practices are in full voluntary compliance with the Family Rights and Privacy Act (Buckley Amendment). For details concerning the handling of student files and policies concerning student record review, please consult the Registrar.

Accreditation

KTS has not sought accreditation with any small or local accrediting association or institution. At the proper time in the life of the school the Seminary may or will apply for regional accreditation.

The Seminary is a member of The World Wide Accreditation Commission of Christian Education Institutions.

The Institute also is in concert with several other similar religious institutions to better enable students to transfer credits and seek extra course work through sister institutions.

The Board of Directors of Kingdom Theological Seminary, Inc., states that the quality of courses offered to students through the Seminary helps to show the credibility of the institution. A copy of one of our syllabi is available upon request.

It has also been established that the Institute, both religious, do not offer degree programs customarily offered at secular colleges and universities.

NOTE: Certification Creditability

The KTS's certification program does not qualify one for a state license nor is it to be confused with any state license. Most states have various laws that require a regionally accredited Masters or Doctors degree before one may be certified by the state. KTS certification is provide for those who are called by the Lord into a ministry of counseling, preaching, and teaching.

Acceptance Procedures

Kingdom Theological Seminary DCCJ Branch reserves the right to reject any applicant for any reason it deems justifiable. All questions about application, admissions, enrollment, or credit

accumulation should be directed via the email link below, or the postal address, to:

Kingdom Theological DCCJ Brach

324 Raymond Road

Jackson, Mississippi 39204

Please allow at least fifteen (15) days for the office to respond to any matters.

Acceptance Procedures

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324 Raymond Road

Jackson, Mississippi 39204

Please allow at least fifteen (15) days for the office to respond to any matters.

REFERENCE FORM

DCCJB Reference Form
324 Raymond Road
Jackson, Mississippi 39204

Reference Form

Form must be typed or completed in black ink.

Waiver: _____ I waive the right to review reference responses to this form.

Therapist or Minister Signature: _____

The person listed below has given your name as a reference. Please complete this form and return your application. Neatness, clarity and dark copy which reproduce well are essential. If the waiver has been signed the information is confidential but will be seen by the Board of Directors of CSERS. Thank you for your assistance.

Please mail this form to:

Dr. Carolyn Coleman, President
324 Raymond Road
Jackson, Mississippi 39204

Minister/Therapists Name: _____

Address 1: _____ City: _____ State: _____

Address 2: _____ City: _____ State: _____

Phone#: _____ Cell#: _____ Email: _____

Reference Name: _____

Address 1: _____ City: _____ State: _____

Address 2: _____ City: _____ State: _____

Phone#: _____ Cell#: _____ Email: _____

How long have you known this person? _____ Relationship: ___ Lay member of present congregation _____ Clergy Colleague _____ Counselor /Therapist Colleague ___ Fellowship/ Denominational _____ Leader/Staff ___ Family _____ Friend _____ Other _____ PERSONAL CHARASTERISTICS

Please place the appropriate number in the blank following the personal characteristic:

1. Exemplary 2. Many Times 3. Seldom 4. Do not know

- 32. ___ Follows through with responsibilities.
- 33. ___ Protects confidentiality.
- 34. ___ Handles pressure well.
- 35. ___ Manages time wisely.
- 36. ___ Appropriate personal appearance
- 37. ___ Likes people.
- 38. ___ Handles conflict well.
- 39. ___ Portrays Christian maturity.
- 40. ___ Takes criticism well.
- 41. ___ Takes praise graciously.
- 42. ___ Seeks help from others when needed.
- 43. ___ Takes time for study.
- 44. ___ Is creative/Imaginative. 45. ___ Has a positive attitude
- 46. ___ Is flexible/adaptable.
- 47. ___ Is a good listener.

This person uses the following leadership styles (Rank 1, 2, 3)

- ___ Takes primary initiative and responsibility.
- ___ Allows laity or associates to take primary responsibility.
- ___ Share responsibility with laity or associates

For what type of situation do you feel this person is best suited?

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Are there other comments which would assist the American Associations of Christians Therapists in planning?

Signature: _____

Date: _____

This form is provided by the CSquared Educational Resource Center in Jackson, Ms. 39204.

**PRINT TWO (2) COPIES AND GIVE TO YOUR
REFERENCE HAVE THEM SEND THE FORM
DIRECTLY TO CSQUARE LLC, 324 Raymond Road
Jackson, MS 39204
Office#: 601-405-2050**

COURSE OFFERINGS



Bachelor & Associates Classes, Books, and ISBN

Class	Text Book	ISBN
Homiletics I & II	Preaching that Connects	0310386217
Counseling I & II	Ready to Restore	0875520707
Church Administration I & II	Church Administration	0805431640
Old and New Testament I & II	How we got our Bible	0834102269
Pastoral Counseling I & II	Basic Types of Pastoral Counseling	9780687024926
Ethics I & II	Ministerial Ethics and Etiquette	0687270340
Church History I & II	Basic Bible Commentary : Acts	9780687026401
World Religion I & II	World Religions and Cults 101:A Guide to Spiritual Beliefs	0736912630
Life Experience	See Dr. Harrison	
Basic Bible Review Exam Booklet	See Dr. Harrison	

Master's Courses , Textbooks and ISBN#

Course Offerings	Textbook s	ISBN #
Crisis Counseling, I & II	The Minister as a Crisis Counselor	0687269547
Greek I & II	Using New Testament Greek in Ministry	9780801010439
Hebrew I & II	From Exegesis to Exposition	9780801021718
Great Men and Women of the Bible I & II	All the Men of the Bible & All the women of the Bible	0310280818 0310281512
Nouthetic Counseling I & II	Let Them Come: A Nouthetic Approach to Youth Counseling	1412030323
Systematic Theology I & II	Systematic Theology Vol. One: The Living God	1598560379
Premarital Counseling, I & II	The Premarital Counseling Handbook	0802463827
Hermeneutics I & II	Hermeneutics: Second Edition	0801031389
Marriage Counseling I & II	Marriage Counseling	0830717668
Thesis	See Dr. Coleman	

Doctorate student classes, books, and ISBN

Class	Text Book	ISBN
Family Counseling, I & II	Marriage Counseling  A Christian Approach to Counseling Couples	0830817697
Theology Exposition of the Holy Spirit I & II	The Holy Spirit	0830815368
Dissertation Preparation	See Dr. Coleman (Jackson DCCJ Branch)	
Christian Philosophy  I & II	Philosophical Foundations for a Christian Worldview	0830826947
Apologetics I & II	Christian Apologetics	0801038227
Christology I & II	Christology: A Global Introduction	0801026210
Advance Divinity Missiology I & II	Missiology: An Intro. to the Foundations, History & Strategies of World Mission	0805410759
Christian Education I & II	Christian Education Handbook	0805410600
Crisis Counseling III I & II	Spirit-Controlled Temperament	0842362207
Dissertation	See Dr. Coleman	

You may pay tuition by Cash App (\$TheLadyofWisdom), PayPal (www.doctorclifecoach.com), or in Cash.

Kingdom Theological Seminary Admission, Accreditation, and Fee Information

Kingdom Theological Seminary Admission, Accreditation, and Fee Information builds upon our commitment to accessible, biblically oriented education for pastors, Christian Counselors, and Christian workers. Following the listed payment options, prospective students should take note of the admissions documentation required for application, which includes completed forms, official transcripts from all previously attended institutions, proof of high school completion or equivalent, a current photograph, and a background check. These materials must be submitted to the C Squared Education Resource Center office or via the specified email and website. This streamlined process ensures that applicants understand the necessary steps for admission while upholding the seminary's standards for quality theological education and student integrity.

Admission Documentation

Purpose and Admissions Requirements

Kingdom Theological Seminary was established to provide a biblically oriented education, with a particular emphasis on Christian Counseling, tailored for pastors, Christian Counselors, and Christian workers. The institution is committed to making quality theological education accessible to these groups.

Applicants seeking admission must complete the application process and submit the following documents to the C Squared Education Resource Center office:

- Completed application forms (note: there is no application fee).
- Official transcripts from all previously attended high schools, colleges, universities, technical, or similar institutions. These should be sent to the C Squared Education Resource Center office or emailed to coleman.carolyn56@yahoo.com. Documents may also be uploaded at www.drcctheladyofwisdom.com.
- Proof of a high school diploma, GED, or equivalent certificate, to be submitted to the Registrar's Office.
- A current photograph.
- Background check, sent via email or mail to the address provided above.

Acceptance Procedure

Once all required documentation is submitted and approved, applicants will receive a Welcome Letter. At this point, fee payments become due. Payments for the upcoming semester or full academic year can be made using PayPal, Zelle, or CashApp. Upon payment, students will receive the academic calendar, including course schedules, holidays, and special events.

After confirmation of payment via email, students will be provided with comprehensive instructions for orientation and course registration. For any questions regarding the admissions process, payment options, or course selection, the administrative team is available for support. The seminary is dedicated to assisting applicants throughout their transition to enrolled students.

Accreditation Information for KTS

World-Wide Accrediting Commission of Christian Educational Institutions (W.W.A.C.)

Kingdom Theological Seminary is accredited by the World-Wide Accrediting Commission of Christian Educational Institutions (W.W.A.C.), a nonprofit organization dedicated to promoting Christian education globally. The W.W.A.C. awards certificates of accreditation to deserving schools and monitors compliance with established standards. It is governed by a Board of Directors composed of reputable born-again Christians.

Secular and religious educational institutions have distinct realms of accreditation. Religious institutions, like Kingdom Theological Seminary, do not seek or require secular accreditation because they do not grant secular degrees. Accreditation from religious bodies, such as the W.W.A.C., reflects recognition within the Christian community rather than governmental agencies.

The W.W.A.C. is part of the Full Gospel of Christ Fellowship, Inc., and maintains accountability to God, the Church, the law, and the public. It supports a wide network of member schools and offers resources for establishing non-profit status, expanding curricula, and obtaining ministerial credentials.

Prospective students are encouraged to verify accreditation status and understand that accreditation ensures that the institution upholds defined objectives, valid programs, and educational standards. However, credits and degrees earned may not be accepted by secular or state-run programs, and certification does not qualify graduates for state licensure.

Organizational Structure

Kingdom Theological Seminary, Inc. is a fully accredited, non-denominational, incorporated institution offering on-campus, satellite, and online programs. The seminary does not discriminate against any applicant or student. Accredited degrees are available in Theology, Divinity, Christian Counseling, and Religious Education at the Associate, Bachelor, Master, and Doctorate levels.

The headquarters is located at 20 Mount Olive Cemetery Lane N.W., Kirby, Mississippi 39661, with satellite schools in various locations including Mississippi, Louisiana, Texas, Wisconsin, South Africa, West Africa (Lagos, Nigeria), and East Africa (Kenya). For further information, contact Dr. Carolyn Coleman at 601-405-2050 or via email at: theladyofwisdom@gmail.com, ccoleman@csuaeducation.com or coleman.carolyn56@yahoo.com.

Policies

Non-Discriminatory Policy

The DCCJ Branch of Kingdom Theological Seminary maintains consistent screening policies aligned with its mission. and call, without discrimination based on gender, race, color, age, national, or ethnic origin. All admitted students have access to the programs, activities, and freedoms generally available to students at the site.

Confidentiality of Student Records

The Educational Resource Center and Kingdom Theological Seminary, Inc. comply fully with the Family Rights and Privacy Act (Buckley Amendment). For details regarding student file handling and record review policies, please consult the Registrar.

Accreditation and Certification Credibility

Kingdom Theological Seminary has not sought accreditation from small or local associations but is a member of the Worldwide Accreditation Commission of Christian Education Institutions. The seminary collaborates with other religious institutions to facilitate credit transfers and additional coursework opportunities. The quality of courses offered is a testament to the seminary's credibility. Note that KTS's certification does not qualify graduates for state licensing or certification; it is intended for those called to ministry, counseling, preaching, and teaching.

Disclaimer

Kingdom Theological Seminary is accredited by the World-Wide Accrediting Commission of Christian Educational Institutions and incorporated by the state of Mississippi. It is a non-governmental body and does not claim affiliation with any governmental agency. Credit hours and degrees may not be accepted by secular or state-run programs. The seminary is not responsible for employment or career outcomes of its graduates.

Reference Forms

Instructions for Reference Submission

Applicants must provide reference forms, completed by ministers, therapists, or other designated individuals. These forms should be typed or completed in black ink and mailed directly to Dr. Carolyn Coleman, President, at 324 Raymond Road, Jackson, Mississippi 39204. The reference will be reviewed by the Board of Directors of CSquared Educational Resource Center.

The form requires information about the applicant's personal characteristics, leadership style, suitability for counseling or ministerial roles, and additional comments for planning purposes.

Student Release Form for Media Recording

Students must indicate permission for the use of their image or photographs by the DCCJ/KTS branch, for use in printed materials, brochures, newsletters, videos, and digital images on the seminary website. Options for denial or limited/unrestricted usage are provided. The signed form should be mailed or faxed to the seminary, and students are advised to keep a copy for their records.

For questions, contact Dr. Carolyn Coleman at 601-405-2050.

Fee Assessment and Tuition Information

Tuition and Fees

Degree Program	Tuition per Semester/Class
Associate's Degree Programs	\$350.00
Bachelor's Degree Programs	\$450.00
Master's Degree Program	\$450.00
Doctorate's Degree Program	\$650.00
Degree	Graduation Fee
Associates	\$150.00
Bachelor's	\$200.00
Master's	\$250.00
Doctorate's	\$300.00
Closing Program Fee	\$200.00 per scholar

All tuition fees must be paid prior to the start of the semester. Payment plans are available upon written request to Dean Coleman before orientation. Fees may be paid online via PayPal, Cash App, or Zelle. Tuition is due upon receipt of the acceptance letter, and all semester fees must be paid before the first day of class.

Degree Program	Tuition per 6 Week Course
Associate's Degree Programs	\$350.00
Bachelor's Degree Programs	\$450.00
Master's Degree Program	\$550.00
Doctorate's Degree Program	\$650.00
Degree	Graduation Fee
Associates	\$125.00
Bachelor's	\$150.00
Master's	\$175.00
Doctorate's	\$200.00
Closing Program Fee	\$150.00 per scholar

All tuition fees must be paid upon receipt of acceptance for admission to the program or class.

The first payment should be no less than \$150.00. Payment options include PayPal, Cash App, and Zelle.

For more details and payment instructions, visit www.drcctheladyofwisdo.com. Payments can be made through Cash App (\$TheLadyofWisdom), PayPal (www.doctorclifecoach.com), or in Zelle (coleman.carolyn56@yahoo.com).

Be sure to include your name and the program you are enrolling in with your payment to ensure proper credit. If you require a payment plan or have questions regarding tuition, please contact the admissions office prior to submitting your first payment. All fees are non-refundable unless otherwise stated in the official refund policy.

COURSE OFFERINGS

Bachelor & Associates Classes, Books, and ISBN

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