

# Lifelong Learning Registry FAQs

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## What qualifies as Lifelong Learning?

Nazarene ministers are to complete at least 20 hours of lifelong learning each year. Lifelong learning involves participating in opportunities that contribute significantly to the development of your abilities and understanding as a minister of the gospel. Conferences, district training seminars, continuing education courses from educational institutions or professional groups, webcasts, reading a professional journal, and joining others in reading and discussing a book are examples of activities that qualify as lifelong learning. Such activities qualify whether accessed online or attended in person. On the other hand, the daily practice of ministry (such as pastoral care or sermon preparation), viewing an informative television program or listening to a presentation at a community gathering normally would not qualify as professional development. Show discretion in selecting valid continuing education experiences. Your district administrators or regional office can assist in determining whether an activity qualifies as lifelong learning.

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## What are some best practices for lifelong learners?

### 1. THINK SMARTER THAN THE MINIMUM

If you're focusing on how you'll complete 20 hours of lifelong learning over a year's time, you've missed the point of lifelong learning! Instead, focus on what you need to enhance your ministry and yourself as minister.

### 2. STRETCH YOURSELF

Look for lifelong learning opportunities that push you into a new area of learning, nudge you out of your comfort zone, and requires that you wrestle with new ideas or gain new skills.

### 3. LOOK FOR OPPORTUNITIES, NOT EXCUSES

In most settings, there are many opportunities for lifelong learning, whether in-person or online. Look for offerings by your nearest Nazarene college or university, your district or regional office, professional groups in your community, etc.

### 4. AVOID LONELY LEARNING

Whenever possible, learn with others. Learning as part of a group maximizes the benefits of the

experience. As the African proverb says, “If you want to go fast, go alone; if you want to go far, go together.”

5. **PURSUE BALANCE IN YOUR LIFELONG LEARNING PLAN**

A balanced lifelong learning plan involves 1) engaging in a variety of learning activities, such as conferences, webinars, peer-learning activities, seminars, etc., and 2) selecting opportunities that connect with all four development areas: Content, Competency, Context, and Character. Although there are seasons when it is helpful to focus on one or two development areas, it is best to balance your learning activity over time.

6. **REPORT YOUR LIFELONG LEARNING HOURS IMMEDIATELY**

When you participate in a lifelong learning activity, note the event descriptions and schedules. This information will help you report accurately. Make it easy on yourself by reporting immediately after the event.

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## How do I...? Tips for Lifelong Learning Registry users

1. **How do I select a different language for the site?**

If you wish to view the site in a language other than the one you selected initially, you may select a language from the drop-down menu that appears at the bottom of each page of the site.

2. **What if I move to a different district?**

Moving to a different district does not mean your credential has been transferred! You will need to inform your current district of your new location (and remember, your local church membership determines which district has jurisdiction over your credential). Once you have changed local church membership and have been notified that your district has transferred your credential to your new district, you may update the district associated with your lifelong learning record by selecting “Account” from the menu options appearing at the top of each page. Simply choose your new district and then click the update button at the bottom of the page. Failure to update this information means your lifelong learning activity will not appear on reports to your new district!

3. **How do I update a change in my credential?**

To update a change in your credential (for example, if you were recently ordained), simply select “Account” from the menu options appearing at the top of each page. After making the change, be sure to click the update button at the bottom of the page.

4. **Will I still be able to login if I change my email address?**

Yes, if you continue using the email address associated to your password. However, it is best to update your email address (select “Account” from the menu options appearing at the top of each page, enter your new email address, and then click the Update button) so that communication with your district leaders and with the Lifelong Learning Registry office is not hindered.

5. **How do I update my account profile?**

Simply select “Account” from the menu options appearing at the top of each page. After making the change, be sure to click the update button at the bottom of the page.

6. **Tips for adding a new lifelong learning event**

When possible, enter the full official title of the event. Be sure the start and end dates are correct. Make sure you have selected an end date that is later than the start date! Provide enough description that someone other than yourself could read your entry and clearly understand the purpose and learning value of the activity. When it comes to reporting lifelong learning hours, become familiar with the reporting guidelines for unique learning opportunities. Many learning events touch on all four of the development areas: Content, Competency, Context, and Character. However, normally one or two areas are especially emphasized and it is best to select only those areas. When you download a report of your activity, you will be able to see at a glance whether your activity is balanced between these four development areas.

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## **How many lifelong learning hours do I report for...**

1. **...reading a book?**

As a general rule, report 2 lifelong learning hours for every 75 pages read. This standard helps to keep the focus on the input received rather than on individual reading speed. In this way, readers of the same resource receive the same number of learning hours.

2. **...reading a book with a peer group/small group?**

When you read a book and discuss its message and meaning for ministry with several peers, the learning value of the experience is far greater than simply reading the book by yourself. Peer group discussion can be held in-person or by using other technology. Report 2 lifelong learning hours for every 75 pages read plus discussion time with those also reading the book.

3. **...time spent preparing to teach a class in the Course of Study?**

If you teach a class in the Course of Study, report 10 hours for every 30 hours of reading and research in preparing to teach the class for the first time, or for new reading and research intended to substantially enhance a class you have taught previously. The aim of this guideline is to give “credit” for time spent on course development rather than on the administration or teaching of the course.

4. **...time spent preparing to present a workshop or seminar at a conference?**

Apply the same guideline given for those preparing to teach a class in the Course of Study.

5. **... time spent viewing a webinar?**

You should report the actual time required to view the webinar in its entirety and only if you were an active participant for the entire webinar.

6. **... attending a Conference?**

Report the number of hours you actually attend workshops, plenary sessions, conference-related worship services, and so on. Time spent in breaks, free-time, etc. should not be reported as lifelong learning hours.

7. **...completing coursework in a degree program?**

If you are enrolled and active in a degree program, you are completing many hours of learning. However, for the purpose of reporting lifelong learning, enter the basic information about the degree program in which you are enrolled and enter 20 hours for the total number of hours. Make this entry each year you continue to be enrolled and active in the degree program. It will be clear to your district leadership from the description you provide that you are very active in lifelong learning.

8. **...participating in a mission trip?**

A mission trip can be a significant lifelong learning event. Recognizing that mission trips vary greatly in many respects, the general rule is to award 50% of the total “task-engagement hours”. Travel time, discretionary time, etc. would not be included in calculating task-engagement hours.

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## What is an event code?

1. **What is an event code?**

An Event Code is a six- or eight-digit code that, when applied, automatically adds almost all of the detail you need to add a lifelong learning event to your registry. This feature is available only for lifelong learning events sponsored by a Nazarene entity such as a district or regional office.

2. **How do I enter an Event Code?**

An Event Code is a six- or eight-digit code that, when applied, automatically adds almost all of the detail you need to add a lifelong learning event to your registry. This feature is available only for lifelong learning events sponsored by a Nazarene entity such as a district or regional office. Please note that the information provided will appear in the language used by the individual creating the Event Code even though you may be viewing the site in a different language. If you would like the event detail to appear in a different language than what appears when you apply the Event Code, simply edit the entry.

3. **What if I did not receive an Event Code at the lifelong learning event I attended?**

If you did not receive a code or lost the code, you should skip the “Event Code” option and enter the event details into the record yourself as usual.

4. **How do I create an Event Code for a lifelong learning event?**

An event code can be created only by those given administrative rights to the Registry. For more information, contact your district office or email us at [learning@nazarene.org](mailto:learning@nazarene.org).