Harvestime International Institute

Handbook for Students and Organisational Partners
Edition of October 2026



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This handbook replaces the earlier *Harvestime International Institute Handbook* and the *Organisational Partners Manual*. It describes the website as it now stands, with its simpler enrolment page and the choice of paying by card or by PayPal. The *Orientation Guide*, which explains the vision of Harvestime and how to study each textbook, remains a separate document on the website.

1. How the Institute works

Harvestime International Institute offers Bible and ministry training at very low cost. It was written with lay leaders in mind: people who are already serving in evangelism and church planting, often in places where a residential Bible college is out of reach.

The principle is simple. You study offline, and only the exams are taken online. The textbooks can be downloaded free of charge and read at home, in a church, in a prison fellowship or in a small group. Most people learn best in a group, although many study alone. When you are ready, you sit the exam for that subject on the website at harvestimeinstitute.org.

The Institute is a partnership. Harvestime International Network writes the curriculum, while Cybermissions provides the website, the exams and the administration. The courses are offered in English, French and Spanish.

Three kinds of award

- **Certificate of Completion**, for each subject you pass.
- **Diploma of Biblical Ministries**, after all 21 core subjects. This name suits the British and African systems of education.
- **Associate Degree in Biblical Ministries**, after the same 21 subjects. This name suits the American system.

The diploma and the associate degree are one and the same award, given under two names. You receive one or the other, not both. Each represents about two years of study.

2. Fees at a glance

All fees are in US dollars. They cover the cost of running the website and the exams, and nothing more.

What you pay for	Fee
Textbooks (all courses)	Free
Creating an account	Free
Enrolment, paid once	$5
Each exam (English and Spanish courses)	$7
Each exam (French course)	$4.50
Diploma or associate degree, at the end	$5
Partnership fee for a church or Bible school, paid once	$100, $40 or $25 (see section 9)

Every payment button on the website lets you pay either by debit or credit card or through PayPal. If PayPal is not available in your country, choose the card option. A pastor or friend may pay on your behalf; the name on the card does not have to match the student's name.

3. How to enrol

You need an email address of your own, because your account, your receipts and your certificates are all linked to it. Any free email service will do.

1. Go to harvestimeinstitute.org and choose your language: English, Français or Español.
2. Press the large **Enrol now** button.
3. If you are new, press **Create new account**. Fill in your name, your email address and a password. Please type your **full legal name**, because this is the name that will be printed on your certificates.
4. Open the email we send you and click the link in it. This confirms your account. If you cannot find the email, look in the spam or junk folder.
5. Return to the website and press **Enrol now** again. Press **Select payment type**, choose **PayPal** or **Stripe** (Stripe is for debit and credit cards), press **Proceed** and pay the US$5 enrolment fee.
6. You are now in the course. If you are already enrolled, the same button simply takes you to your course.

A seven-minute video on the home page, *How to enrol, pay and study*, shows each of these steps on screen. It is available in English, French and Spanish, and can be downloaded to watch offline.

4. How to study

Inside the course, the subjects are listed in the order in which we suggest you study them. Each subject has the same simple pattern: a textbook, a free self-check, a payment item for the exam, and the exam itself.

1. Open the first subject and download its PDF textbook. You need nothing else apart from a Bible.
2. Study at your own pace, alone or with others. There are no deadlines.
3. Work through the self-tests at the end of each chapter in the textbook. The answers are at the back.
4. Try the free **Self-check** on the website. It gives you a feel for the exam and costs nothing.
5. Read the *Orientation Guide*. Its seven study steps show you how to get the most out of each textbook.

Studying on a phone

Most of our students study on a mobile phone. Install the free **Moodle app** from the Play Store or the App Store. When it asks for the site address, type **harvestimeinstitute.org**, then log in with your username and password. The app lets you save textbooks on your phone and read them without an internet connection.

To save data, download one textbook at a time rather than the large zip file of all the textbooks (25 MB). If you prefer to listen rather than read, a reader app with text-to-speech, such as E-Reader Prestigio or @Voice Aloud Reader, will read the PDF aloud to you.

5. Exams and certificates

1. When you are ready, find the item called **Pay for this exam** under the subject on the course page, and press the **Select payment type** button just below it. (If you click on the item itself, you only see a record of your payments.)
2. Choose **PayPal**, or **Stripe** to pay by debit or credit card, then press **Proceed** and pay. Once the payment goes through, the exam just below opens by itself. If it still looks locked, reload the page.
3. Sit the exam. It is not timed, and you can take it anywhere with a reasonable internet connection, including an internet café.
4. You need **70%** to pass. If you do not pass at the first attempt, you may try again without paying a second time. The number of attempts is shown at the top of each exam, and your highest mark is the one that counts.
5. When you pass, your Certificate of Completion for that subject becomes available in the course, and is also emailed to you.

The questions are drawn at random from a larger bank, so each student sees a different exam. This protects the value of everyone's certificate.

Your diploma or associate degree

Once you have passed all 21 core subjects, email us at harvestimeinstitute@protonmail.com with your username. We will check your results, ask you to pay the US$5 award fee, and send you your diploma or associate degree by email. Please say which of the two names you would like.

6. The order of the courses

The 21 core subjects are grouped as follows. The two optional subjects at the end do not count towards the diploma, but you may study them and sit their exams.

Introduction
Strategies for Spiritual Harvest
Foundations of Faith

Bible and Bible teaching
Creative Bible Study Methods
Basic Bible Survey: Old Testament
Basic Bible Survey: New Testament

Theology
Biblical Theology
Kingdom Living
Developing a Biblical World View

Prayer and spiritual ministry
Ministry of the Holy Spirit
Knowing God's Voice
Intercessory Prayer
Power Principles
Battle for the Body
Spiritual Strategies (Warfare)

Evangelism and church planting
Teaching Tactics
Methodologies of Multiplication
Biblical Management Principles
Principles of Environmental Analysis
Management by Objectives
Mobilisation Methodologies
Leaven-Like Evangelism

Optional
Women: A Biblical Profile
Jail and Prison Ministry

7. Students who have already studied Harvestime

Some students have already worked through the Harvestime textbooks at a church or Bible school and now want an accredited award. You do not need to study the courses again. Simply enrol (US$5) and sit the online exams (US$7 each, or US$4.50 in the French course), at whatever speed suits you.

Exams taken elsewhere cannot be counted, so each exam must be taken on our website.

8. Organisational partners: starting a Harvestime school

This section is for churches, denominations, Bible colleges, mission agencies and Christian non-profit organisations that wish to teach the Harvestime courses to their own people and then send them to our website for the exams and the award.

Many partners call their programme by their own name, such as "Grace Church Bible Institute". It is your school, and you are welcome to name it as you wish. You may also charge your students a reasonable fee for teaching and keep that money; we only ask that the fee is not excessive.

What Harvestime International Institute provides

- The full curriculum, free of charge, in English, French and Spanish.
- The online exams, marking and grade book.
- Certificates of Completion, and the diploma or associate degree.
- A private group for your students inside the online course, so that you can follow their progress.
- The accreditation described in section 12.

What the partner provides

- A place to meet, whether a home, a church hall or a classroom.
- A teacher, who may be a pastor, an elder or a Bible college lecturer. The courses are designed to be easy to teach, and the textbooks largely teach themselves.

- Encouragement, so that students keep going and reach the exams.

We do not provide buildings, salaries, printed books, ordination or "covering". Nor can we arrange recognition by the education authorities of each country; please ask your own Ministry of Education whether our award is acceptable where you live.

Two ways to run a Harvestime school

The informal way. You teach the courses, mark the exams and give your own certificates, which are recognised by your church but by no one else. Harvestime International Network supplies the forms and paper exams for this through its *Immediate Institute* resource, available at harvestime.org/start-an-institute. This route involves no partnership fee with us.

The formal way. You teach the courses in the same manner, but your students sit their exams on our website, and their certificates and diploma come from Harvestime International Institute. This handbook describes the formal way.

9. Partnership fees

Each partner pays a single registration fee when it joins. It is paid **once only**, not every year, and is not refundable. It covers setting up your group on the website and keeping your records. The amount depends on the country in which your school operates.

Where your school is	One-time fee
High-income countries, for example the United States, Canada, the United Kingdom and the rest of Western Europe, Australia, New Zealand, Japan, South Korea, Singapore and the Gulf states	$100
Middle-income countries: most of Africa, Asia, Latin America, the Caribbean, Eastern Europe and the Pacific	$40
Low-income countries (listed below)	$25

We follow the World Bank's income groups, which are revised every July. For 2026–2027 the low-income countries are: Afghanistan, Burkina Faso, Burundi, the Central African Republic, Chad, the Democratic Republic of the Congo, Eritrea, Ethiopia, The Gambia, Guinea-Bissau, Liberia, Madagascar, Malawi, Mali, Mozambique, Niger, North Korea, Rwanda, Sierra Leone, Somalia, South Sudan, Sudan, Syria, Uganda and Yemen.

If you are unsure which fee applies to you, email us before paying and we will tell you. Your students pay the normal student fees in section 2.

10. Steps for partners

1. Fill in the **Partner registration form**, which you will find on the home page of the website under *For churches and Bible schools*, or directly at forms.gle/ACJ8sMFzvVHA3sKy6.
2. Pay the one-time partnership fee by PayPal to **harvestimeinstitute@protonmail.com**. If PayPal does not

work in your country, email us and we will arrange another way to pay.

3. Tell us who your contact person is, and keep us informed if this changes.
4. Let us know roughly when your first students will begin, so that we can look out for them.
5. Send us a list of your students' names and email addresses. Each class becomes a group in the online course; we ask for at least six students per group. You can begin a new class at any time of year.
6. Your students create their own accounts and enrol, as described in section 3.
7. Download the textbooks and teach the subjects. They are yours to use freely, though they may not be sold for profit.
8. When students are ready, each one sits the exam online for each subject.
9. After 21 subjects, each student receives the diploma or associate degree.

You are welcome to join our WhatsApp group for partners, *Harvestime Institute*. Send us a message on WhatsApp or by email and we will add you.

> A short video, *How to set up a Harvestime institute in your church*, walks you through these steps on the website. It is on the home page under *For churches and Bible schools*, in English, French and Spanish.

Paying exam fees for your students

In many schools only the lecturer has a bank card, so the lecturer pays for the students' exams and they pay the money back. This works well, provided one rule is kept: **the student must be logged in to their own account when the payment is made**. The website records each payment against whoever is logged in, and that is how it knows whose exam to unlock. A lecturer logged in to their own account sees only a table of past payments, with no payment button.

1. Log out of your own account on the phone or computer, or open a private window (in Chrome, Ctrl+Shift+N).
2. Let the student log in with their own username and password.
3. On the course page, find **Pay for this exam** under the subject. If the exam below it already opens, it has been paid for; stop here.
4. Press **Select payment type**, choose PayPal or Stripe (card), and press **Proceed**.
5. Enter your own card or PayPal details and confirm. If you are asked for an email address, you may give your own so that the receipt comes to you.
6. Check that the exam now opens. The student may sit it at once or later; the payment does not expire.
7. Log the student out before the next student uses the device.

Each payment covers one student and one exam. For a class, repeat these steps for every student, logging out each time, and keep a written record of the date, the student, the subject and the amount, so that you can be repaid. If a payment goes

to the wrong account, do not pay a second time; write to us instead.

11. Our financial policy

The textbooks are free, and you may print, copy and share them, provided you do not sell them for profit. The fees exist only because the exams, the server and the people who look after them all have a cost.

We do not offer scholarships. Over many years of online teaching we have found that students who pay something, however small, are far more likely to finish. Our fees are already very low, and we have no fair way of judging who should receive a scholarship. Churches and friends are, however, welcome to pay for students.

We are a small digital ministry with a budget that is already committed. We are glad to pray for you and to provide digital resources, but we cannot send money, printed books or computers, nor visit, ordain, affiliate or supervise ministries.

12. Accreditation

Harvestime International Institute operates under the Religious Exemption in the State of California, through the certification held by Harvestime International Network, and may award an Associate of Arts degree in Biblical Ministries. Whether this is acceptable in your own country is for you to check.

A partner that sets up its own school is responsible for any local registration that its state or nation requires. Other Christian schools near you are often the best source of advice.

The following institutions accept credit from Harvestime: Agape Bible College, Ames Christian University, Bethel Christian University, City Vision University, Promise Christian University, Therapon University and Vision International Education Network.

13. About us

Harvestime International Network was founded by Argis and Patricia Hulsey and has served the nations since 1983. It writes the Harvestime curriculum, which is now used in many languages. Its website is harvestime.org.

Cybermissions uses the internet, radio and mobile technology to train pastors and committed Christians, mainly in the developing world. It reaches more than a million people a year in over 120 nations. Its CEO, the Rev. John Edmiston, is an Australian Bible teacher, author and missionary who now lives in Virginia, USA. He holds a BSc from the University of Queensland and a Bachelor of Divinity from the Melbourne College of Divinity.

The two ministries have worked together since 2001. The Dean of the Institute is **Dr Sam Abanobi**, who holds a PhD in Biochemistry from Temple University in Philadelphia.

14. Technology tips for teaching Harvestime

Printing textbooks for every student is expensive. In most places a phone is enough. The suggestions below come from

teachers who have run Harvestime classes with very little equipment.

Reading without printing

Ask students to install the Moodle app, or a free reader app such as E-Reader Prestigio. Reader apps with text-to-speech read the book aloud and highlight the words, which helps students who read slowly. A teacher can convert a PDF into the lighter ePub format with the free program Calibre (calibre-ebook.com).

Sharing files with a class

Create a WhatsApp group for each class and send the textbook, notices and recordings to the whole group at once. Where there is no internet, files can be shared from phone to phone by Bluetooth, or from the teacher's phone acting as a Wi-Fi hotspot. Old phones with little memory can take a small micro-SD card holding the whole course.

One good teacher, many churches

Record the lesson on a phone held steady on a cheap tripod, close enough for the whiteboard to be read. The free program VLC (videolan.org) can shrink the video, or turn it into a small audio file, before you send it to other churches.

Power and sound

Keep a few power banks charged for days when there is no electricity, and plug chargers into a surge protector if the supply is unsteady. A small Bluetooth speaker makes recordings easy to hear in a room.

Old phones for students

Members of your church may be willing to donate old smartphones. Have someone reset each phone to its factory settings, sign it in with the student's own account, and install WhatsApp and a reader app.

More ideas for mobile ministry: cybermissions.org/mobilemin

15. Videos and other documents

The home page of the website carries the following, in English, French and Spanish:

- *How to enrol, pay and study* (video, about seven minutes, with offline download).
- *How to set up a Harvestime institute in your church* (video for partners).
- The *Orientation Guide*, which explains the vision of Harvestime and the seven study steps.
- The suggested order of the courses, and a short presentation brochure.
- Answers to frequently asked questions.

16. How to contact us

Email is the best way to reach us. Please include your username and the name of your course, so that we can find your record quickly.

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