

# Harvestime International Institute: Organizational Partners Manual

The purpose of this manual is to assist churches, denominations, bible colleges, mission agencies, Christian NGOs, and non-profits in organizing, setting up and teaching Harvestime courses on their premises, and then sending students to the Harvestime International Institute website to do the online exams and receive a diploma.

This manual is to be used in combination with the Orientation Guide.

Our email is: [harvestimeinstitute@protonmail.com](mailto:harvestimeinstitute@protonmail.com)

## INTRODUCTION

- The courses are taught face-to-face in homes, churches or bible colleges. The Orientation Guide and Harvestime Forms will assist you in doing this.
- The teaching can be done by a pastor, elder, bible college lecturer etc.
- The Harvestime courses are designed to be very easy to teach.
- You may teach them at your own pace.
- You may call the bible college anything you like e.g. "ABC Church Bible College". It is your bible college. You may even charge reasonable (not excessive) fees and keep the money.
- Harvestime International Institute just provides the curriculum and the exams. We do not provide buildings or salaries. It is your bible school and it is up to you to provide the facilities and lecturers.
- We do not provide ordination or covering, which is entirely up to you.
- The advantage of Harvestime International Institute is that the students get a degree that is accredited in the USA.

## PROCEDURE

- First, go to: [www.harvestimeinstitute.org](http://www.harvestimeinstitute.org)
- Fill in the form and make your church, bible college, or ministry as an Organizational Partner this is free.
- Then *enroll each contact person as a student* so they can see all the course materials. This only costs \$5.
- Email us who your contact person is going to be, and please keep your contact information up to date.
- Sign up for the Partners forum (there is a link inside the course) so we can send you updates from time-to-time, we will not pass your email address on to any third party.
- Tell us when you think your first students will be enrolling so that we can keep an eye out for them and help them along.
- Enroll your students in the Harvestime International Institute (this only costs \$5 per student)
- Download the curriculum (the Harvestime lessons) these are 100% free. You can use them any way that you want. We do not charge for the course materials.
- Teach the subjects and get them ready to take the exams.
- There is a \$7 examination fee, per student, for each subject.
- The student can do the exam anywhere there is a good Internet connection e.g. an Internet café.
- The exams are not timed.
- The student will go online to [www.harvestimeinstitute.org](http://www.harvestimeinstitute.org) and go to that particular subject, and click on the Exam link and when they are ready they will start doing the questions. There are instructions on the website.

- Once the student passes the exam he/she will be emailed a Certificate of Completion for that subject.
- Once they have passed 21 subjects they will be issued the Associate of Biblical Ministries degree.