



**Minnesota**  
**Annual Conference**  
of the United Methodist Church

## **LeaderWise Psychological Assessments**

### **Instructions for DCOM & Candidates**

#### ***Phase 1 Process***

The MAC uses Leader Wise to facilitate its psychological evaluations for the candidacy process. A candidate must complete the Phase 1 Assessment, which will be reviewed by the District Committee on Ordained Ministry (DCOM) during the candidacy process.

- 1) When a candidate is ready for the Phase 1 Assessment process, **DCOM** must submit the 'Candidate Psychological Assessment Request' online form: <https://mnumc-reg.brtapp.com/CandidatePsychologicalAssessmentRequest>
- 2) The **candidate** must submit the 'Candidate Psychological Assessment Information' online form: <https://mnumc-reg.brtapp.com/CandidatePsychologicalAssessmentInformation> This form includes the option to submit the \$650 fee electronically (using a credit card). If the candidate prefers to pay by check, please make the check payable to Minnesota Annual Conference UMC and send to Minnesota Annual Conference UMC, 122 W. Franklin Ave., Suite 400, Minneapolis, MN, 55404, Attn: Janet Beard, Registrar. (Note: This is just a portion of the assessment fee. The MAC Board of Ordained Ministry covers the remainder of the cost. Also, candidates may request financial assistance from their home churches to help cover this fee.)
- 3) As soon as both of these forms and payment have been received by the registrar, an email will be sent to both LeaderWise and the candidate authorizing the assessment. The email will also provide instructions for the candidate to begin the process.
- 4) When the assessment is complete, final reports are sent to the registrar and saved to the candidate file to be accessed by DCOM when needed.

#### **TIMING IS IMPORTANT!**

DCOM needs to read the LeaderWise reports before interviewing any candidate for certification (and licensing, if both are occurring at the same time.) LeaderWise needs time for processing these assessments and follow-up interviews, and that can take anywhere from **one to three months**. Also, assessments are considered valid or applicable for only **six months following completion**. All of this means that the candidate will need to be strategic in scheduling his/her assessment, and should work closely with DCOM to make sure the timing will work out. DCOMs may NOT interview candidates for certification (and licensing) approval without having an opportunity to review the psychological assessment reports first.

Thank you for your attention to these details. This is an important step in the candidacy process!.

Any questions can be directed to the Conference Registrar:

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