

PROFESSIONAL EMPLOYEE CERTIFICATION PROGRAM of the AMERICAN ASSOCIATION OF CHRISTIAN SCHOOLS

The Bible states that the Holy Spirit has given certain gifts to individual Christians for the purpose of ministering to the saints. Among these gifts are the gifts of administration and teaching (Romans 12:6-8; I Corinthians 12:5-11, 23-31; Ephesians 4:11-16).

The Christian school, if it is to maintain a reputation for academic excellence, must employ the services of teachers and administrators who are academically qualified to assume their teaching and administrative responsibilities. The proper professional training is a prerequisite to quality education.

Academic preparedness, as important as it is, does not take the place of, nor can it be a substitute for, the spiritual requirements and responsibilities of Christian school teachers and administrators. A balance of spiritual insight, dedication, and love, combined with the academic preparedness to meet the demands of the classroom, are essential ingredients for excellence in the Christian school.

The American Association of Christian Schools (AACCS) has developed the Professional Employee Certification Program for the benefit of its member schools. The Program provides objective standards for evaluating and recognizing the preparation of current professional employees.

The AACCS Certification Program also provides parents with the assurance that professional educators have examined the credentials of those to whom they entrust their children for academic training. This Program does not evaluate the spiritual characteristics of personnel, except to require that the employing school recommend the applicant and that he/she subscribe wholeheartedly to the AACCS Statement of Faith.

This AACCS service must not be construed as a license to teach or to perform duties in a Christian school. It should never be represented as such to parents or to governmental entities. The AACCS Certification Program simply provides a uniform procedure for appraising the professional credentials of teachers and administrators.

A certificate may be revoked at any time the holder is found to be guilty of violating the Christian standards of conduct and/or professional ethics. In such cases the person charged with the violation shall be notified of the charges and given opportunity to defend himself/herself, after which the decision of the AACCS Accreditation Commission shall be final.

The following section describes the eight categories for which teaching certificates are issued: (1) Paraprofessional, (2) Preschool, (3) Kindergarten, (4) Elementary, (5) Secondary, (6) Special Education, (7) Counselor, and (8) Administrator. All of the categories, except Paraprofessional and Preschool, offer at least three levels of certification (Provisional, Professional, and Advanced Professional). In addition, the Elementary and the Secondary categories offer a Temporary certificate. The endorsements required for the Professional and Advanced Professional certificates compose the final section.

INSTRUCTIONS FOR SUBMITTING THE APPLICATION FOR CERTIFICATION

Please read the description of the Professional Employee Certification Program carefully. Call the AACCS Education Office (423-629-4280) should you have any questions.

1. Answer all questions on the application form. (Do not send resume in lieu of completing application.)
2. Request the certificate, title(s), and endorsement(s) for which you qualify.
3. Request copies of your official college transcripts be sent to the AACCS Education Office (see address below).
4. Attach a check for the processing fee (original application – \$35, renewal fee – \$30, expired certificate – \$40).
5. Submit the application for your administrator's review and signature.
6. Mail application and processing fee to:
AACCS Education Office
602 Belvoir Avenue
East Ridge, TN 37412

Note: College credit must be from a reputable institution. Degrees and coursework taken at a college of questionable reputation will not be recognized. Degrees earned through correspondence work will not be recognized.

AACCS PROFESSIONAL EMPLOYEE CERTIFICATION PROGRAM

CERTIFICATES	TEMPORARY	PROVISIONAL	PROFESSIONAL	ADVANCED PROFESSIONAL
PARA-PROFESSIONAL	Paraprofessional certificates are valid for 1 year and are renewed with 1 college/university semester hour (S.H.) or 1.5 continuing education units (CEUs).			
PRESCHOOL	N/A	No AA/BA/BS 2 years in Chr. Ed. 2 year certificate Renewal – 6 S.H. /10 hrs. Training	AA/BA/BS Endorsement, OR 7 years in Chr. Ed. 5 year certificate Renewal – 6 S.H./9 CEUs	N/A
KINDERGARTEN	N/A	No BA/BS No Endorsement given 2 years in Chr. Ed. 2 year certificate Renewal – 6 S.H.	BA/BS Endorsement 5 year certificate Renewal – 6 S.H./9 CEUs	BA/BS Endorsement 3 years in Chr. Ed. 7 year certificate Renewal – 6 S.H./9 CEUs
ELEMENTARY	No BA/BS No Endorsement given 1 year certificate Renewal – 6 S.H.	BA/BS No Endorsement given 2 year certificate Renewal – 6 S.H.	BA/BS Endorsement 5 year certificate Renewal – 6 S.H./9 CEUs	MA/MS Endorsement 3 years in Chr. Ed. 7 year certificate Renewal – 6 S.H./9 CEUs
SECONDARY	No BA/BS No Endorsement given 1 year certificate Renewal – 6 S.H.	BA/BS No Endorsement given 2 year certificate Renewal – 6 S.H.	BA/BS Endorsement 5 year certificate Renewal – 6 S.H./9 CEUs	MA/MS Endorsement 3 years in Chr. Ed. 7 year certificate Renewal – 6 S.H./9 CEUs
SPECIAL EDUCATION	N/A	BA/BS No Endorsement given 2 year certificate Renewal – 6 S.H.	BA/BS Endorsement 5 year certificate Renewal – 6 S.H./9 CEUs	MA/MS Endorsement 3 years in Chr. Ed. 7 year certificate Renewal – 6 S.H./9 CEUs
COUNSELOR	N/A	BA/BS No Endorsement given 2 year certificate Renewal – 6 S.H.	BA/BS Endorsement 5 year certificate Renewal – 6 S.H./9 CEUs	MA/MS Endorsement 3 years in Chr. Ed. 7 year certificate Renewal – 6 S.H./9 CEUs
ADMINISTRATOR	N/A	BA/BS No Endorsement given 2 year certificate Renewal – 6 S.H.	MA Endorsement 5 year certificate Renewal – 6 S.H./9 CEUs	Spec./Doctor Endorsement 3 years in Chr. Ed. 7 year certificate Renewal – 6 S.H./9 CEUs

*In cases of expired certificates, CEU/S.H. requirements will have to be made up. New certificates will be dated from expiration date of previous certificate.

EIGHT CATEGORIES OF TEACHING CERTIFICATION

CATEGORY 1: PARAPROFESSIONAL

This certificate is issued to applicants who do not qualify for one of the other AACS certificates. It is valid for one year and may be renewed upon completion of one semester hour or one and one-half (1.5) CEUs.

CATEGORY 2: PRESCHOOL

PROVISIONAL: This certificate is issued to applicants who have not earned an Associate of Arts degree. It is valid for two years and may be renewed upon completion of six semester hours toward an Associate of Arts degree or Bachelor's degree in Early Childhood Education, or completing ten hours of documented early childhood inservice training. Applicant must have two years of experience in a Christian preschool center.

PROFESSIONAL: This certificate is issued to applicants who hold an Associate of Arts degree with 14 or more hours in Early Childhood Education or a Bachelor's degree in education with eight or more hours in Early Childhood Education or have completed seven years of experience in a Christian preschool center. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof.

CATEGORY 3: KINDERGARTEN

PROVISIONAL: This certificate is issued to applicants who have not earned a Bachelor's degree. It is valid for two years and may be renewed upon completion of six semester hours towards a Bachelor's degree with an endorsement in Early Childhood or Elementary Education. Applicant must have two years of experience in a Christian school if he/she does not have an Associate's degree or 90 semester hours of college work.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Early Childhood or Elementary Education. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who hold a Bachelor's degree in endorsed area, who qualify for an endorsement in Early Childhood or Elementary Education, and who have at least three years of experience teaching Kindergarten in a Christian school. It is valid for seven years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof.

CATEGORY 4: ELEMENTARY

TEMPORARY: This certificate is issued to applicants who have not earned a Bachelor's degree, but who have completed an Associate of Arts degree or 90 semester hours or more of college work. It is valid for one year and may be renewed upon completion of six semester hours towards a Bachelor's degree in Elementary Education.

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Elementary Education. It is valid for two years and may be renewed upon completion of six semester hours towards an endorsement in Elementary Education.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Elementary Education. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Elementary Education.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Elementary Education, and who have at least three years of experience teaching in a Christian school. It is valid for seven years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Elementary Education.

CATEGORY 5: SECONDARY

TEMPORARY: This certificate is issued to applicants who have not earned a Bachelor's degree, but who have completed an Associate's degree or 90 semester hours or more of college work. It is valid for one year and may be renewed upon completion of six semester hours towards a Bachelor's degree in Secondary Education with the corresponding appropriate endorsement areas.

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Secondary Education. It is valid for two years and may be renewed upon completion of six semester hours towards the endorsement.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Secondary Education. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in the area(s) of endorsement.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Secondary Education, and who have at least three years of experience in a Christian school. It is valid for seven years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in the appropriate endorsement area(s).

CATEGORY 6: SPECIAL EDUCATION

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Special Education. It is valid for two years and may be renewed upon completion of six semester hours towards an endorsement.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor's degree and who qualify for an endorsement in Special Education. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Special Education.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Special Education, and who have at least three years of experience teaching in a Christian school. It is valid for seven years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Special Education.

CATEGORY 7: COUNSELOR

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Counseling. It is valid for two years and may be renewed upon completion of six semester hours towards an endorsement.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor's degree, and who qualify for an endorsement in Counseling. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Counseling.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who hold a Master's degree in endorsed area, who qualify for an endorsement in Counseling, and who have at least three years of experience in Christian Education. It is valid for seven years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Counseling.

CATEGORY 8: ADMINISTRATOR

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor's degree, but who cannot qualify for an endorsement in Educational Administration. It is valid for two years and may be renewed upon completion of six semester hours towards the endorsement.

PROFESSIONAL: This certificate is issued to applicants who have earned at least a Master's degree and who qualify for an endorsement in Educational Administration. It is valid for five years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Educational Administration.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who hold a Specialist's or Doctor's degree in endorsed area, who qualify for an endorsement in Educational Administration, and who have at least three years of experience in Christian education. It is valid for seven years and may be renewed upon completion of six semester hours, nine CEUs, or a combination thereof in Educational Administration.

CONVERSION OF CEUs AND QUARTER HOURS

Continuing Education Units (CEUs) are commonly offered for attendance at seminars sponsored by universities, teachers' conventions, or other educational institutions. Those who receive qualified instruction are awarded one-tenth (1/10) of a CEU for each hour of class time. Since 3 semester hours normally require 45 hours of classroom instruction, 3 semester hours = 4.5 CEUs. Semester hours times 1.5 = CEUs; CEUs divided by 1.5 = semester hours. CEUs may be used to partially or completely satisfy the requirements for certification renewal. Quarter Hours may be divided by 1.5 to convert to semester hours, or semester hours may be multiplied by 1.5 to convert to quarter hours.

ENDORSEMENTS

Preschool Education

A proficiency (14 or more hours) or major in Early Childhood Education
OR
A major in Elementary Education
OR
Seven years of experience in a Christian preschool.

Early Childhood Education

A proficiency (14 or more hours) or major in Early Childhood Education
OR
A major in Elementary Education
OR
1) At least one course in each of the following “education” degree program subject areas: language arts, social science, mathematics, science, and Bible;
2) At least one “education” methods course or two years of experience;
3) At least one semester of supervised teaching or three years experience.*

Elementary Education

A major in Elementary Education
OR
1) Three semester hours of teaching elementary reading
2) Nine semester hours of elementary methods courses. (Two 3 semester hour courses must be in the following four areas: elementary math, elementary science, elementary language arts, elementary social science.)
3) Six semester hours of elementary curriculum/content
4) At least one semester of supervised teaching or three years experience.*

Secondary Education

A major in a secondary education teaching field (e.g., English – usually a B.S.)
OR
A major in Secondary Education with at least 18 semester hours in a teaching field (e.g., English – usually a B.S.)
OR
1) A major in the teaching field
2) A teaching methods course in endorsed area
3) At least one semester of supervised teaching or three years experience.*

Special Education

A major in Special Education
OR
1) At least 18 semester hours in Special Education;
2) At least one “education” methods course or two years of experience as a Special Education Teacher;
3) At least one semester of supervised teaching or three years experience.*

Counseling

A major in Counseling
OR
At least 18 semester hours in Counseling.

Educational Administration

A graduate major in Educational Administration
OR
At least 18 graduate semester hours in Educational Administration.

Degrees not earned at Christian colleges/universities, degrees from Christian colleges with less than 18 hours in Bible courses, or non-education degrees must add the following: three semester hours or 30 instructional hours in Christian philosophy of education and three semester hours or 30 instructional hours in Bible doctrines. Please submit “Christian philosophy of education/Bible doctrines verification form” with application.

Note: Applicants may request endorsements for any area(s) in which they can present adequate credentials (18 semester hours in endorsement area).

*If the applicant’s transcripts do not indicate student teaching experience, a “Supervised Teaching Verification Form” must be submitted, or the applicant must have taught three full years in a Christian school.



AACS EDUCATION OFFICE
602 Belvoir Avenue
East Ridge, TN 37412
(423) 629-4280 Fax (423) 622-7461

Certification Application

- ' Initial Application - \$35.00
- ' Renewal Application - \$30.00
- ' Expired Certification - \$40.00

Personal Information

' Mr. ' Miss ' Mrs. _____

First Name Initial Maiden Name Last Name

Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

Present Employment

Name of School _____

City _____ State _____ Zip _____

Phone _____ E-mail _____

Type of Certificate Requested

- ' Paraprofessional ' Preschool ' Kindergarten
- ' Elementary ' Secondary ' Counselor
- ' Special Education ' Administrator

Type of Endorsement Requested

- ' Pre-School ' Early Childhood Education ' Elementary Education ' Special Education
- ' Mathematics ' English ' Science ' History ' Physical Education
- ' Bible ' Counseling ' Music ' Computer Science ' Business
- ' Educational Administration ' Art ' Home Economics ' Speech
- ' Foreign Language _____ ' Other _____

Renewals – documentation/transcripts must be included

Number of CEUs submitted for renewal of certificate _____

Number of semester hours submitted for renewal of certificate _____

Education Information

Colleges/Universities Attended	State	Major Field of Study	Dates Attended	Degree(s) Conferred

Degrees not earned at Christian colleges/universities, degrees from Christian colleges with less than 18 hours in Bible courses, or non-education degrees must submit “Christian philosophy of education/Bible doctrines verification form” with application

Permits/Certificates

Issued by	Certificate	Expiration

Currently employed: _____ Grades teaching _____

FOR OFFICE USE ONLY			
' PARA	' PS	' KG	' EL
' SEC	' SE	' CS	' AD
Level of Certificate			
' Temp	' Prov	' Prof	' Adv Prof
Endorsements _____			

Cert. Rated Date _____			
Exp. Date _____			
Rated by _____			
Date Application Received _____			
Date Transcripts Received _____			
Fee Paid _____			
Basis for Renewal _____			

Secondary teachers: list classes you teach _____

Experience Information

Schools where you have been employed (list most current first):				
Dates Employed	Name of School	City/State	Position/ Grade Taught	Full-time (FT)/ Part-time (PT)

Please write your testimony of salvation: _____

Please briefly explain how the Lord led you to teach in a Christian school: _____

Statement of Faith

I believe that the Bible, both the Old and New Testaments, was verbally inspired of God, and is our only rule in matter of faith and practice. I believe in creation, not evolution; that man was created by the direct act of God in the image of God. I believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. I believe that all men are born in sin. I believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ. I believe in the vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. I believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. I believe that He is personally coming again. I believe in His power to save men from sin. I believe in the necessity of the New Birth, and that this New Birth is through the regeneration of the Holy Spirit. I believe that salvation is by grace through faith, plus nothing minus nothing, in the atoning of our Lord and Savior, Jesus Christ.

I believe that this statement of faith is basic for Christian fellowship and that all born-again men and women who sincerely accept it and are separated from the world of apostasy and sin can, and should, live together in peace and that it is their Christian duty to promote harmony among the believers.

I further believe in the Biblical doctrine of ecclesiastical separation, and therefore believe that churches and Christian schools should not be associated with, members of, or in accord with organizations or movements such as the World Council of Churches, the National Council of Churches, the modern charismatic movement, or the ecumenical movement. I am in complete agreement with the AACS Statement of Faith.

Applicant's Signature

School Administrator Approval

I recommend the applicant as being qualified for the certificate listed above. The applicant has the required credentials, has a clear testimony, demonstrates good Christian character, and evidences an aptitude for teaching. I recognize my responsibility for notifying AACS should this applicant ever be dismissed for unethical or immoral conduct.

Name of School _____ Phone _____ Fax _____

Name of Administrator _____

Address _____

City _____ State _____ Zip _____

Administrator's Signature _____ Title _____ Date _____