



# Association of Christian Teachers and Schools

911 S Parsons Ave. Ste. G, Brandon, FL 33511

P: 813-684-2024 F: 813-684-2026 [www.actsschools.org](http://www.actsschools.org)

## K-12 Teacher Certification Application

Mail completed application, **OFFICIAL** transcript(s) from college/university registrar's office, and payment of \$45.00 (Checks payable to ACTS) to - ACTS 911 S. Parsons Ave. Ste. G, Brandon, FL 33511.

Last Name:	First Name:	MI:	Phone:
Address:			
City:	State:	Zip:	
Email Address: (Required)			

### Type of Certificate Requested

Elementary K-6 <input type="checkbox"/>	Middle Grades 6-8 <input type="checkbox"/>	Secondary 6-12 <input type="checkbox"/>	K12 <input type="checkbox"/>	Other <input type="checkbox"/> <small>Specify below</small>
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What grade/subject do you teach?

### Teaching Experience

Name of School	Address	City, State, Zip	Grade(s) Taught	Dates

### State Teaching Certificates and/or Endorsements

Description	State/Organization	Date Issued	Date Expires

### Professional Recommendation: Administrator or Principal

I have examined and investigated the transcripts, record of experience, personal background, and Christian lifestyle. I verify the information to be true and accurate, and that this applicant meets the ACTS requirements for the requested certification.

<b>Administrator/Principal Name:</b>	<b>Date:</b>
<b>School Name:</b>	<b>Phone:</b>
<b>Address:</b>	
<b>City:</b>	<b>State:</b> <b>Zip:</b>
<b>Administrator/Principal Signature:</b>	

Office Use Only:  
 Date Received: \_\_\_\_\_ Payment: \_\_\_\_\_ Notes: \_\_\_\_\_

# Elementary/Secondary Teacher Certification Requirements

## **6 Year Professional Teacher Certificate – Renewable at will with the completion of 12 CEUs:**

- Completed/Conferred 4-year Bachelor’s Degree (in Education) from an accredited or recognized college/university (verified by transcript submission)
  - Transcript must show the following courses
    - 3 Hours – Philosophy of Christian Education
    - 3 Hours – Curriculum and Instruction
    - 3 Hours – Instructional Methods
    - 3 Hours – Educational Elective(s)
    - Successful completion of Student Teaching (preferably in the desired level)
- 6 Credit Hours (or 18 CEUs) in Biblical Studies (i.e. OT Overview, NT Overview, Theology, Missions, Doctrine, etc.)
- Single Subject Certification requires 18 Hours in field/subject desired

## **6 Year Provisional Teacher Certificate:**

If a teacher holds a Bachelor’s degree but not in the field of Education, has not completed the required 6 Hours (or 18 CEUs) of Biblical Studies, Educational coursework and/or has not completed Student Teaching, a Provisional Certificate may be issued contingent on completion of the requirements listed in the Certification Letter. This certificate may be renewed only once.

## **6 Year Master Teacher Certificate – Renewable at will with the completion of 12 CEUs:**

- Complete requirements for Professional Certificate
- Completed/Conferred Master’s Degree in Education (verified by transcript submission)
- Completed 5 years of full time teaching after conferment of Master’s Degree

All college coursework must be from an ACTS-recognized or accredited college/university. The *Higher Education Directory* published by Higher Educator Publications, Inc. is used to determine if a college/university is accredited. If the school is not listed other sources may be researched; however, the directory does list all the accrediting agencies, and the schools they have accredited, accepted by the U. S. Department of Education as valid accrediting agencies with in the U. S.