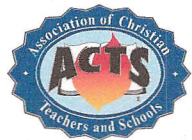


# Association of Christian Teachers and Schools

## Teacher and Administrator Certification



The ACTS Teacher Certification Program certifies educators for the Christian and Private school ministry. Administrators who consider ACTS-certified educators for employment can have confidence that these educators have met the stated requirements.

P. O. Box 8437  
Rockford, IL 61126  
Phone: (815) 239-6673, Fax: (815) 977-5806

Last Name	First Name	MI	Phone
Address	City	State	Zip
Social Security Number		Email Address	

### Type of Certificate Requested

Preschool      
 K-6      
 7-9      
 K-12      
 Secondary (6-12)

What grade or subject do you teach?

\_\_\_\_\_

### **TEACHING EXPERIENCE:** (Begin with most recent)

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

### **PERMITS AND CERTIFICATES:** (Begin with most recent)

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 that this applicant meets the ACTS requirements for the requested certification.

Administrator/Principal Name: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

### **SEND THE FOLLOWING:**

1. Copy of this application
2. An **OFFICIAL** college transcript
3. Check for \$40.00 payable to the **Association of Christian Teachers and Schools**
4. Mail to: **ACTS Executive Director, P.O. Box 8437, Rockford, IL 61126**

### BASIC REQUIREMENTS FOR CERTIFICATION

Hold a 4-year bachelor's degree (as a minimum) from an accredited or a recognized college or university, and teaching or under contract to teach in an ACTS member school or be a current ACTS individual member.

### FIVE YEAR PROFESSIONAL CERTIFICATE \*

1. Hold a 4-year bachelor's (teaching) or master's degree from an accredited or a recognized college or university.
2. Completed an ACTS-approved teacher education program or meets listed academic requirements

#### Minimum Academic Requirements

- 30 hrs. in major (subject, area, or level)
- 6 hrs. in Biblical Studies (or 18 CEU credits)
- Teaching Methods in area of assigned teaching responsibility<sub>(secondary)</sub>
- Teaching Methods courses in a minimum of 6 subjects <sub>(elementary)</sub>
- Student Teaching
- Content Area Reading course (middle school & secondary)

**50 semester hours in General Education with at least the following:**

- 9 hrs. Oral and Written Communication
- 6 hrs. Human Adjustment
- 6 hrs. Science and Mathematics
- 6 hrs. Social Science
- 6 hrs. Humanities and Fine Arts
- 17 hrs. in other courses (may include Bible and other related courses)

**21 hours in Educational Studies including the following:**

- 3 hrs. Exceptional Student Education
- 3 hrs. Christian Philosophy of Education
- 3 hrs. Educational Technology
- 12 hrs. in educational studies electives

**Minimum of 120 semester hours of undergraduate work**

### ADMINISTRATION CERTIFICATE REQUIREMENTS

- Completed a master's degree in Christian Education or Christian School Administration from an accredited or ACTS-approved college or seminary.

#### **12 hrs. Professional Education**

- 3 hrs. History and Philosophy of Christian School Education
- 3 hrs. Exceptional Individuals
- 3 hrs. Research Statistics and Techniques
- 3 hrs. Advanced Educational Psychology (Childhood and Adolescence)

#### **18 hours Specialization in Administration**

- 3 hrs. Curriculum Development and Design and Social Services
- 3 hrs. Human Resources in Education
- 3 hrs. Educational Leadership, Supervision, and Evaluation

- 3 hrs. School Law and Legal Issues in Education
- 3 hrs. Public and Private School Budgeting and Financing
- 3 hrs. Guidance and Counseling Services (K-12)

#### **General Electives (suggested Courses)**

- 3 hrs. Technology in Education (Computers, video, On-line services, etc.)
- 3 hrs. Management and Organization Theory
- 3 hrs. School Public Relations and Development Issues
- 3 hrs. Executive Development
- 3 hrs. Group Relations and Multicultural Education
- 3 hrs. Organizational Behavior
- 3 hrs. Business Ethics
- 3 hrs. Contemporary Issues in Education

### 5-YEAR PROFESSIONAL CERTIFICATE RENEWAL REQUIREMENTS

- Complete one course in teaching major; or
- Complete one course in education area; or
- Earn state or school specified in-service points.

\* A 5-Year Temporary Certificate will be issued if applicant does not meet 5-Year Professional requirements