



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

Preschool Director/K-12 Administrator Certification Application

Mail completed application, OFFICIAL transcript(s) from college/university registrar's office and/or Supporting Documentation (Clock Hours, CPR/First Aid, etc.) 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 – see p. 2 for descriptions				
Preschool Director <input type="checkbox"/>	K12 Level 1 Admin <input type="checkbox"/>	K12 Level 2 Admin <input type="checkbox"/>	K12 Professional Admin <input type="checkbox"/>	Other <input type="checkbox"/>
What grades/levels/subject do you supervise?				
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.

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

Office Use Only:
Date Received: _____ Payment: _____ Notes: _____

Preschool Director & K12 Administration Certification Requirements

Preschool Director:

Renewable at will with accumulation of 12 CEUs over 6 years or State-mandated clock hour trainings each year for 6 years (if preschool is licensed)

- National Directors Credentials
- Either Intermediate or Professional Level completed
 - Intermediate Level
 - AA (conferred) Early Childhood Education
 - Current Infant/Child CPR-First Aid
 - Philosophy of Christian Education
 - Professional Level
 - Bachelor's Degree (conferred) – Early Childhood Education
 - Current Infant/Child CPR-First Aid
 - Philosophy of Christian Education

K-12 Administration:

Level One – Renewable at will with accumulation of 12 CEUs over 6 years

- Bachelor's Degree (conferred)
- Philosophy of Christian Education
- Bible – 6 Credit hours or 18 CEUs

Level Two – Renewable at will with accumulation of 12 CEUs over 6 years

- Bachelor's Degree (conferred)
- Philosophy of Christian Education
- Bible – 6 Credit hours or 18 CEUs
- Masters Level Coursework – 9 credit hours in Educational Leadership courses (School Law, School Finance, Curriculum Development, Supervision, HR, Statistics, Educational Psychology, Counseling, etc.)

Professional – Renewable at will with accumulation of 12 CEUs over 6 years

- Master's Degree (conferred) in Education/Educational Leadership/Curriculum & Supervision
- Philosophy of Christian Education
- Bible – 6 Credit hours or 18 CEUs

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.