

## Educator Certification Application

Congratulations on taking the next step in your education career by applying for an ACTS Educator Certificate. There are a few steps in the process to keep in mind. Missing any of these steps could delay the processing of your application.

### **Step One – Application**

Fill out the application with a computer. The application is a fillable PDF document. The accuracy of data collected is vital and often handwriting is a hinderance to the process.

### **Step Two – Transcripts**

This step is the most crucial to the review process and often what hinders proper processing. Transcripts from all your colleges and/or universities are vital and necessary to ensure we are getting the best picture of your education. If you are having these items sent directly from the institution, please indicate that on the application. If the name on the incoming transcript is different that your application (i.e. Maiden name v. Married name), please indicate that on the application as well. Transcripts may be sent along with your application as long as they are official, meaning the documents were generated by the institution's registrar office, not downloaded from a student portal. The transcripts do not have to be "sealed" for our process. If your transcripts are coming directly from the college/university, please let us know by email what institution(s) the documents are coming from and how many institutions we should expect documents from.

### **Step Three – Payment**

Payment of the \$50 fee: this can be done by check mailed to our IL Post Office Box (ACTS, PO Box 20, Lena, IL 61048-0020) or by credit card on our website. If made by credit card, please ensure that name on the application and school is indicated on the payment. If made by check, please ensure school name is in the memo line for proper processing.

### **Step Four – Submission**

Please mail your documents to our FL Office or submit the documents by email to [certification@actsschools.org](mailto:certification@actsschools.org). If you are emailing your documents, please let us know how to expect your payment (by mail or by credit card). Allow 4-6 weeks for processing. Your certification and letter will be mailed to your school.

Please let us know if you have any questions...

[slindquist@actsschools.org](mailto:slindquist@actsschools.org) or [adminassistant@actsschools.org](mailto:adminassistant@actsschools.org).

Strength and Honor in Christ,



Steve Lindquist  
Chief Operations Officer

### **Affiliations:**

Accreditation International – Coalition of Christian School Accreditors – Cognia (NCA, SACS, NWA)  
Council for American Private Education – Florida Association of Academic Non-Public Schools – Georgia Private School Accreditation Council  
Hawai'i Council of Private Schools/Hawai'i Association of Independent Schools – Middle States Association – Minnesota Nonpublic Education Council  
National Council for Private School Accreditation – New Mexico Non-Public School Commission – Oklahoma Private School Accreditation Commission  
Pennsylvania State CAPE – Texas Private School Accreditation Commission – Virginia Council of Private Education – Western Association of Schools and Colleges

## *Educator Code of Ethics Statement*

As a Christian school teacher, I commit to upholding the values and principles of the Gospel of Jesus Christ in my role as an educator. I recognize that my influence extends beyond academic instruction and will strive to be a positive spiritual example to my students. The following code of ethics, supported by scripture references, guides my conduct and interactions within the school community:

- **Exemplifying Christ-Like Character:** (Colossians 3:12-14)
  - I will strive to model Christ-like character in my actions, words, and interactions with students, colleagues, and parents. I will demonstrate humility, patience, love, and forgiveness.
- **Love and Compassion** (Matthew 22:37-39; Colossians 3:12)
  - I will love and respect each student as a unique creation of God, demonstrating compassion, empathy, and kindness in all interactions.
- **Spiritual Growth** (Deuteronomy 6:5-7; Proverbs 22:6)
  - I will strive to foster the spiritual growth of my students, incorporating biblical teachings into my teaching, curriculum, and modeling a life of faith.
- **Professional Integrity** (1 Corinthians 10:31; Proverbs 11:3)
  - I will maintain the highest standards of professionalism and integrity in my work, both inside and outside the classroom.
- **Educational Excellence** (Colossians 3:23; Proverbs 1:5)
  - I will continually improve my teaching skills and pedagogical practices to provide the best education possible for my students.
- **Child Safety** (Matthew 18:6; Psalm 82:3-4)
  - I will ensure the physical, emotional, and spiritual safety of my students, reporting any concerns of abuse or neglect promptly, as required by state law.
- **Respect** (Galatians 3:28; Romans 12:10)
  - I will treat all students, regardless of their background, with respect and dignity, fostering a welcoming classroom environment.
- **Honesty and Integrity** (Ephesians 4:25; Proverbs 12:22)
  - I will model honesty and integrity in my words and actions, ensuring a truthful and trustworthy learning environment.
- **Confidentiality** (Proverbs 11:13; James 1:19)
  - I will maintain strict confidentiality regarding student and family information, sharing it only with those who have a legitimate educational interest, or if required by legal authority.
- **Professional Development** (Proverbs 18:15; 2 Timothy 2:15)
  - I will commit to ongoing professional development, seeking opportunities to grow in our knowledge and teaching skills.
- **Community Engagement** (Galatians 6:2; Philippians 2:4)
  - I will actively engage with parents, fellow educators, and the wider community to build partnerships that support the holistic development of my students.
- **Prayer and Guidance** (Philippians 4:6; Proverbs 3:5-6)
  - I will seek God's guidance through prayer, relying on His wisdom and strength to navigate challenges and make ethical decisions.
- **Conflict Resolution** (Matthew 5:23-24; Ephesians 4:31-32)
  - I will resolve conflicts and disagreements in a Christ-like manner, seeking reconciliation and peace.

By embracing this code of ethics, I commit to glorifying God through my role as a Christian school teacher, impacting the lives of my students positively, and preparing them to be faithful, compassionate, and responsible members of society. Through my actions and dedication, I will aim to create an environment where students can flourish academically, spiritually, and emotionally, all while experiencing the love of Christ in my school.



# Educator Certification Application

911 S. Parsons Ave., Suite G, Brandon, FL 33511; 813-684-2024; [certification@actsschools.org](mailto:certification@actsschools.org)

**Document must be completed Electronically, please do not handwrite your responses**

## Part One: Make selection from each category

### Application Type:

First Time  
Renewal

### Certificate Type:

Preschool  
Kindergarten-5th  
6th-12th  
Specials/Electives  
Preschool Director  
K12 Administrator

Age level:

Grade level:

Subject:

Subject:

### Transcripts:

Attached/Enclosed  
Arriving from Institution

### Payment Options:

Check(no money orders)  
Credit Card via website

## Part Two: Complete all fields with accurate information

Last Name:

First Name:

Middle Initial:

Maiden Name (if applicable)

School Name:

School Address:

Phone:

School Email:

Home Address:

Personal Email:

Years of Service at School:

### College:

Degree:

Degree:

Degree:

Conferment Date:

Conferment Date:

Conferment Date:

### Previous School Experience:

School/Location:

Position:

Dates:

School/Location:

Position:

Dates:

School/Location:

Position:

Dates:

### Professional Certificates/Trainings:

Certificate:

Expiration:

Certificate:

Expiration:

Training:

Training:

**Code of Ethics Statement:** By checking this box, I acknowledge I have read and agree to abide by the ACTS Code of Ethics for Educators. If I fail to do so, I understand my Certificate will be revoked.

**Signature:** By entering my full name in the box below, I verify the information above and attached to be true and accurate, and will hold this ACTS Educator Certificate in high esteem both in word and action.

Signature:

Date:

### ACTS Office Use Only:

**Date Received:** \_\_\_\_\_ **Payment Received:** \_\_\_\_\_ **Transcripts Received:** \_\_\_\_\_

# 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
    - Christian Philosophy of Education
  - Professional Level
    - Bachelor's Degree (conferred) – Early Childhood Education
    - Current Infant/Child CPR-First Aid
    - Christian Philosophy of Education

## K-12 Administration:

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

- Bachelor's Degree (conferred)
- Christian Philosophy of 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)
- Christian Philosophy of 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.)

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

- Master's Degree (conferred) in Education/Educational Leadership/Curriculum & Supervision
- Christian Philosophy of 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.

# 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 – Christian Philosophy of 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 of Biblical Studies or 18 CEUs of Biblical Studies, Christian Philosophy of Education, 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.

# Preschool Teacher Certification Requirements

## Provisional

### Non-Renewable

- High School Diploma or GED
- Current Infant/Child CPR-First Aid
- Christian Philosophy of Education

## Entry Level

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

- CDA or proof of state hour requirements for a daycare teacher
- Current Infant/Child CPR-First Aid
- Christian Philosophy of Education

## Intermediate Level –

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

- AA (conferred) Early Childhood Education
- Current Infant/Child CPR-First Aid
- Christian Philosophy of Education

## Professional Level –

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

- Bachelor's Degree (conferred) – Early Childhood Education
- Current Infant/Child CPR-First Aid
- Christian Philosophy of Education

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.