

Educator Certification Process

Step 1:

- Obtain the Google Form Link from your school or visit our website, www.actsschools.org

Step 2:

- **Begin the process of collecting your documentation for submission:**
 - If you are requesting your transcripts from your college/university, please make sure you are requesting Official documents (transcripts that are generated by the school's registrar's office), not from a Student Portal. ACTS does not require Seal copies of your transcripts, legible copies/digital scans are acceptable.
 - If you attended more than one college/university – please request transcripts from all the schools you attended, not just the school where you completed the degree.
 - If you attended a Trade School/Technical School, served in the US Military, or have professional experience specific to your school position, please provide the appropriate documentation for your training.
 - If you are an Early Childhood/Preschool applicant, please ensure you are providing the documents required by your level of certification (see p. 4 of this packet)
 - If you are renewing a certification, provide CEU evidence and any other requirements from previous certificate.

Step 3:

- Complete the Google Form Application – a copy of that form will be emailed to you after you click “Submit”

Step 4:

- **Make Application Payment - \$50 for educators at ACTS Member Schools; \$75 for educators at ACTS Non-member Schools**
 - **By Credit Card**, you can pay on our website, www.actsschools.org
 - **By Check**, should be mailed to – ACTS, PO Box 20, Lena, IL 61048-0020
 - If your school is paying the fee for you, please ensure your name is connected to their payment.

Step 5:

- After you have submitted the Online Application, email all your collected documents to certification@actsschools.org (unless your documents are being mailed directly from your college/university)

Step 6:

- Once all items have been received (Application, Documentation, Fee), please allow 4-6 for processing of the application.

Step 7:

- All Certificates will be mailed to your school's office.

Step 8:

- Over the next 6 years, make sure you are completing the requirements for recertification stipulated in your Certification Letter.

Step 9:

- Reach out to our office if you have any questions, at any time during the process.

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

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