

Educator Certification Application

Office: 911 S. Parsons Ave., Suite G, Brandon, FL 33511

In order for this Application to be processed fully, the following items *must* be received by the ACTS Office:

- **Completed Application** with appropriate information and required signatures (*filled out and signed electronically*)
- **OFFICIAL transcript(s)** for **all** college/university coursework (Undergrad, Graduate, Post-Grad, etc.) from that institution's Registrar's office (Preschool Applicants – Submit all certifications, trainings, etc.)
- **Payment for Application** of \$45 (check/money order mailed to ACTS office, Credit Card payment on ACTS website)

Part One: Choose the appropriate certificate for which you are applying

Check One: First Time Applying for ACTS Certificate: _____ Renewing existing ACTS Certificate: _____

Check One: Preschool Teacher: _____ Preschool Director: _____ K-12 Teacher: _____ K-12 Administrator: _____

The type of certificate issued will be determined by the ACTS office based on the evaluation of the documentation submitted.

Part Two: Complete all fields with accurate information

Date: _____

First Name: _____ Middle Initial: _____ Last Name: _____

Home Address: _____

Phone: _____

Email: _____

School Name: _____

School Address: _____

Position at School: _____

Years of Service at School: _____

College:

Degree: _____ Conferment Date: _____

Degree: _____ Conferment Date: _____

Degree: _____ 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: _____

Training: _____

School Administrator/Senior Pastor/School Board Chair:

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

E-Signature: _____

Date: _____

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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