

# **Association of Christian Teachers and Schools**

## **Application for Teacher Certification**

### Office of Teacher and Administrator Certification

Attention: Dr. Sidney L. Poe  
ACTS, Division of Christian Education  
8855 Dunn Road  
Hazelwood, MO 63042

The ACTS Teacher Certification Program is designed to certify teachers for the Christian school ministry. Schools hiring teachers certified by ACTS have the assurance that these teachers have met basic qualifying requirements for their certificate.

ACTS strongly encourages all teachers to become certified and then to work toward progressively higher levels of certification. Administrators are encouraged to hire certified teachers and to promote the achievement of Standard Teacher Certification for all teachers in order to achieve school accreditation and assure sound education for students.

The Association of Christian Teachers and Schools certifies teachers at one of five levels. Teachers holding a college degree, either the Bachelor of Arts, Science, Education or equivalent from a four-year institution of higher learning, or a degree in Christian Education from a Bible college may receive Certification as an Associate Teacher or higher based on earned college credits and other qualifications. Active school teachers who apply may receive Assistant Teacher Certification. A certificate is renewable annually for up to three (3) years.

Applicants should document their teaching experience, attendance in educational workshops, clinics, seminars, and conventions and all formal course work to earn credit toward higher level certification.

### Directions for Completing Application and Initiating the Certification Procedure

This Application for Certification is divided into nine sections and is designed to document and meet all teacher certification needs.

1. Type or print all information required in black ink.
2. Indicate the purpose of the application with a check mark, then fill in the required sections.
3. Complete all items on the application and supply necessary information forms, waiver requests and credit for experience forms.
4. Sign the statements in Section IX; have your administrator sign Sections IV and IX.
5. Enclose college transcripts or documentary evidence with the application.
6. Checks for fees should be made payable to ACTS and are non-refundable. Use the above address for all certification-related correspondence. Applications not accompanied by the required fee will not be processed.

Purpose of the Application

<b>Category</b>	<b>Sections You Need to Complete</b>	<b>Fee</b>
<input type="checkbox"/> Initial Application for Certificate <input type="checkbox"/> Renewal of Present Certificate <input type="checkbox"/> Application for Higher Class Certificate <input type="checkbox"/> Application from Graduates of ACTS-approved College Teacher Education Program	I, II, III, IV, V, IX I, II, IV, VI, IX I, II, III, IV, VII, IX I, II, III, IV, IX	\$30.00 Certificate Fee
<input type="checkbox"/> Change of Name on Certificate <input type="checkbox"/> Duplicate Certificate Request	I, II, VIII, IX I, II, VIII, IX	\$5.00 Processing Fee

**Association of Christian Teachers and Schools  
Application for Teacher Certification**

**Section I. GENERAL INFORMATION**

Date: \_\_\_\_\_

Social Security Number \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

- Mr.
- Mrs.
- Miss

\_\_\_\_\_

Last Name	First Name	Middle	Maiden
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Permanent Mailing Address:

\_\_\_\_\_

Number and Street or P.O. Box	City	State	ZIP
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Birth date \_\_\_\_\_

Month	Day	Year
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Church \_\_\_\_\_

Pastor \_\_\_\_\_

School Name \_\_\_\_\_

School Address \_\_\_\_\_

School Telephone \_\_\_\_\_

Principal \_\_\_\_\_

**Section II. APPLICATION FOR CERTIFICATE**

1. Class of Certificate

- Assistant Teacher I
- Assistant Teacher II
- Associate Teacher
- Professional Teacher
- Master Teacher

2. Level of Your Work Performance in Christian Education

- Elementary Teacher (K-8)      Grade \_\_\_\_\_
- Secondary Teacher (9-12)      Grade \_\_\_\_\_
- Major Subjects or Field: \_\_\_\_\_
- Minor Subjects or Field: \_\_\_\_\_
- Bible Specialist (all levels)
- Guidance Counselor (all levels)
- Library/Media Specialist (all levels)
- Special Education (Handicapped, Reading) (all levels)

3. Years of Experience Teaching \_\_\_\_\_

Years taught in Christian School \_\_\_\_\_

***Do not write in this space. For Administrative Use Only***

Summary Estimate of Applicants Semester Hour Training Credit and Qualification

- \_\_\_\_\_ Academic Studies
- \_\_\_\_\_ Professional Education
- \_\_\_\_\_ Bible Studies
- \_\_\_\_\_ Graduate Level

**Section III. ACADEMIC INFORMATION**

1. Beginning with high school, list your academic training record. Show any earned degrees, credits for additional course work, certificates of training and institution where earned. (Transcripts are required as documentation.)

Date Month/Year	Major Field of Study	High School, Community or Bible College or University Attended and Address	Credentials Earned			
			Degree	Diploma	Certificate	Credits

2. Indicate whether transcripts:  are attached to this application.  
 are requested to be sent from the college.

**Section IV. EXPERIENCE AND CERTIFICATES HELD**

1. Record of Teaching Experience. Begin with the most recent.  
 (A minimum of 10 hours/week constitutes part-time teaching.)

School Year(s)	Name of School	City/State	Level Taught	Christian School	Months Taught	Full Time	Part Time

2. Permits and Certificates under which you have taught (include training at SOT/ACE).

Description of Permit or Certificate	State or Source	Month/Year Issued	Month/Year Expires

**Section V. CHRISTIAN PHILOSOPHY OF EDUCATION REQUIREMENT**

Until the Christian philosophy requirement has been met, an applicant is eligible to receive provisional certification. An applicant is required to complete at least one course or an approved option in Christian Education Philosophy, such as the following:

- *Dare to Discipline I or II*
- Christian Philosophy of Education (*Philosophy of Christian School Education*)
- *Classroom Discipline with a Christlike Touch*
- Philosophy of Christian Teaching (*Teaching Methods of the Master*)

Requirements may be met by reading the books and or completing study guide or modules on the above subjects such as the *Philosophy of Christian School Education*, edited by Paul A. Kienel.

1. College Level Courses – formal classroom courses dealing with the distinctive Christian philosophy of Education as it relates to teaching.

College course completed at (name of college): \_\_\_\_\_

Course Number and Title: \_\_\_\_\_ Date completed: \_\_\_\_\_

Transcript attached

2. ACTS-Approved options (include a list of Christian education workshops and seminars attended.)

Completed an in-service or correspondence course in Christian Education Philosophy

Course Title: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Location of School: \_\_\_\_\_

Christian School Convention Seminars Attended

City: \_\_\_\_\_ Date: \_\_\_\_\_

Host of Convention: \_\_\_\_\_

**Section VI. RENEWAL OF PRESENT CERTIFICATE**

Complete this section only if you seek to renew present certification. (Requires signature of Administrator)

1. Level of certification held: \_\_\_\_\_ Date issued: \_\_\_\_\_

Sponsoring School or Organization: \_\_\_\_\_

2. List at least one course taken in the field of teaching since the certificate was issued:

Course Number and Title: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Course Number and Title: \_\_\_\_\_

Transcript attached

OR

In-service Training/Continuing Education

Attach a description of in-service training programs in which you have participated since the certificate was issued. These programs of continuing education must be designed to keep teachers academically and spiritually current. Date and location must be included and the signature of the administrator in charge.

Date	Location	Title of Program or Subject Matter

3. Identify the most recent Christian Educator Convention attended since the current certificate was issued.

City and State: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_



4. For the renewal requirement related to Christian Education philosophy, applicant must have completed Option A or B below as agreed upon by the school administrator while serving under the present certificate.

- Option A. Credit for a college course in Christian Philosophy of Education.  
See Section V; minimum credit is one hour.

College course completed at (name of college): \_\_\_\_\_

Course Number and Title: \_\_\_\_\_ Date completed: \_\_\_\_\_

- Option B. Completion of a module, study guide, or a reading/listening project consisting of one book and one tape on Christian philosophy of education.

Book Title, Author and Publisher \_\_\_\_\_

1.

2.

Tape Title and Author (Provide a copy of the tape if requested) \_\_\_\_\_

1.

2.

5. Print name of Administrator: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_

**Section VII. CHANGES IN CERTIFICATION STATUS**

(\$30.00 processing fee if expired; otherwise \$5.00.)

1. Current certificate: \_\_\_\_\_

2. Exchange current certificate for:

- Assistant Teacher II
- Associate Teacher
- Professional or Master Teacher

All documentation to warrant the exchange must be attached. Include transcripts, philosophy checklist, or other justification.

3. Addition of teaching fields to current certificate for secondary levels (8-12). (Transcript required)

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Endorsement of Administrator: \_\_\_\_\_

**Section VIII. NAME CHANGES AND DUPLICATE CERTIFICATES**

(A \$5.00 processing fee must be attached.)

Change name from \_\_\_\_\_

to \_\_\_\_\_

Request duplicate copy of current certificate.

## **Section IX. AFFIRMATION STATEMENTS**

### **A. Statement of Faith**

1. I believe the Bible to be inspired, the only infallible, immutable, inerrant Word of God (II Timothy 3:15; II Peter 1:20-21).
2. I believe there is but one God manifested as Father in creation, Son in redemption, and Holy Spirit in sanctification (Genesis 1:1; Matthew 28:19; John 1:1-2, 14, 10:30).
3. I believe in the deity of Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. I believe in the absolute necessity of the new birth experience in which, through repentance and baptism in Jesus name, sins are remitted; and in the spirit baptism, initially evidenced by speaking in other tongues as the Spirit gives utterance (Acts 2:1-4, 38).
5. I believe that man is depraved and exceedingly sinful but that men are justified by faith in the shed blood of Jesus Christ by the grace of God and that through obedience to God's salvation plan men can be saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
6. I believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29; I Thessalonians 4:13-17; Revelation 20:12-15).
7. I believe in the spiritual unity of believers in Church, the body of our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
8. I believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

### **B. Statement of Nondiscrimination**

Member schools of ACTS make no distinction concerning an individual's gender, race, or ethnic background because we acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all we can reach if we are to carry out our Lord's Great Commission (Matthew 28:18-20).

### **C. Statement of Affiliation**

ACTS as an organization serving Christian schools is dedicated to the establishment, philosophy and promotion of fundamental Christian education around the world and neither supports nor endorses the World or National Council of Churches, or any world, national, regional or local organizations which give Christian recognition to non-believers or advocate a multi-faith union.

D. Signature below affirms that the applicant subscribes to the ACTS Statements of Faith, Nondiscrimination and Non-Affiliation with the World or National Council of Churches.

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

Administrator Endorsement: This is to verify that the applicant named herein is employed as a teacher or a student graduating from college,

Name of School or College: \_\_\_\_\_

and is recommended as qualified academically and spiritually for the requested certificate on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

School Administrator where employed: \_\_\_\_\_

Education Department Chairman of Student: \_\_\_\_\_

Pastor of Church attending if unemployed: \_\_\_\_\_