

Association of Christian Teachers and Schools

Christian School Certification Plan

International Christian School Certification Program

Charles Barcus, Certification Officer

As steward of God's heritage, a Christian must be accountable to the church, to parents, the community he serves, and to God. Nowhere is accountability more needed than in the education provided for children of the coming generation. Certification aims to provide that accountability.

Traditionally, a Christian school without some type of certified status has experienced difficulty with outsider perceptions of its ability to properly prepare students with skills for the workforce, for good citizenship, or for college. In other instances confidence of the parents or recognition of its quality by members of the community are in question.

Purpose: A Rationale for Certification

ACTS certification principles are derived from the Christian philosophy of education.

1. Every school-age child deserves the very best biblical education parents and teachers can provide. Through education and schooling we pass to the next generation the knowledge, love, and skills necessary to live as a Christian in the kingdom of God and a citizen in society.

2. Certification should not impinge or reflect on the operation of a school, nor attempt to regulate the school by an outside agency. It will provide a testimony to the school, teachers, students, parents, and community in general that an objective set of educational criteria or standards has been met and that the school is accomplishing its stated objectives. No Christian school administrator should fear to place the school program under peer review in the interest of providing better education for students and documenting quality for the parents.

3. Evaluation must be conducted independently. Any school can state its case as a "quality institution." However, II Corinthians 10:12 applies here: "But they measuring themselves by certification, and comparing themselves among themselves, are not wise." The process of accreditation provides that independent evaluation.

4. Periodic evaluation of the school's spiritual and academic program is essential to the ongoing fulfillment of its mission and objectives. An academic program alone is insufficient in a Christian school; knowledge of the Bible and spiritual growth must complement the development of educated children. An evaluation of this type requires a specially prepared evaluation instrument that probes the spiritual aspects of the school.

Several measures may be used to indicate that a school is successful: positive school
UPCI Department of Elementary & Secondary Education

climate, parental support, alumni loyalty, teacher dedication, student scores on standardized tests (ACT, SAT, CAT) or achievements in college. The accreditation process helps a school to document and verify its standards, legal, spiritual, and academic. Gaining status as a certificated school provides assurance of educational quality for parents, the community in general, and for the students themselves.

In order to provide a measure of credibility for Apostolic Pentecostal Christian Schools, The Association of Christian Teachers and Schools (ACTS), Ministry of Education of the United Pentecostal Church International offers a plan of certification for member schools. The plan is designed to recognize school at one of three levels, and will serve schools of any size, number of students, faculty, and history based on the recognition of specific performance standards.

LEVEL I – BASIC CERTIFICATION RECOGNITION

LEVEL II – INTERMEDIATE CERTIFICATION RECOGNITION

LEVEL III – ADVANCED CERTIFICATION RECOGNITION

To be certification, a minimum of qualifying performance standards must be met for each respective level. ACTS may accredit any apostolic school when officers apply and certify that performance in the school meets or exceeds the defined standards. Every Christian school that is Apostolic Pentecostal in doctrine should be able to qualify for certification at LEVEL I.

STEPS TO BECOMING CERTIFICATION BY ACTS

Carefully study the enclosed materials, then:

- 1. Complete the Letter of Intent and Application. Initial qualifications are to be Apostolic in doctrine and a member of the Association of Christian Teachers and Schools [ACTS].**
- 2. Decide what level of certification is desired and achievable for your school and check off the certifying statements at the level you choose. Be sure you have the documents in file to prove any claims you certify. Any Apostolic school rated at Model Status by the School of Tomorrow or another accrediting agency will be recognized upon application and payment of fees at the *BASIC SCHOOL CERTIFICATION LEVEL I* by the ACTS Certification Office for the period of one year.**
- 3. Fill in, sign, and return all materials with application fees to:**
Certification Officer
Division of Education
8855 Dunn Road
Hazelwood, MO 63042

ASSOCIATION OF CHRISTIAN TEACHERS AND SCHOOLS CERTIFICATION PLAN

UPCI Department of Elementary & Secondary Education

Letter of Intent and Application

Elementary and Secondary Schools

Date Submitted: _____

Charles Barcus, Certification Officer
Association of Christian Teachers and Schools
Ministry of Education
8855 Dunn Road
Hazelwood, MO 63042
CMBarcus@sbcglobal.net

Dear Brother Barcus:

Please accept this letter and application as our request to become involved in the ACTS certification process. A check of _____ is enclosed to cover the cost of application and first year annual fee. I understand that the school must meet certain standards in order to be certification at each respective level. Attached is our application for Level ____ status.

Signature, Principal or Administrative Officer

Date

School Certification Application

Print Full Name of School

Mailing Address

City

State

Zip

Phone

Name of School Contact Person for Certification

Phone – fax – e-mail

UPCI Department of Elementary & Secondary Education

List the names of school administrators:

Pastor: _____

Administrative Assistant: _____

Secondary School Principal: _____

Elementary School Principal: _____

Assistant Principal: _____

Other: _____

Is the school a current member of ACTS? ___Yes ___ No

Check the appropriate boxes below for the grade levels offered at your school.

- | | |
|--|---|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Middle School/Junior High (grades 7-8) |
| <input type="checkbox"/> 4-year old Kindergarten | <input type="checkbox"/> Secondary |
| <input type="checkbox"/> 5-year old Kindergarten | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Elementary | |

Total School Enrollment: _____ Date of Founding: _____

Indicate by a check [_] in the appropriate space below.

Is your school affiliated with a sponsoring church organization? ___YES ___ NO

If YES, give the name and pastor of the sponsoring church

Is your school an Apostolic Pentecostal school? ___Yes ___No

Indicate by a check [_] which curriculum(a) is/are in use in your school.

- | | | |
|---------------------------------------|------------------------------------|---|
| <input type="checkbox"/> ACE | <input type="checkbox"/> A Beka | <input type="checkbox"/> All secular |
| <input type="checkbox"/> Alpha Omega | <input type="checkbox"/> Bob Jones | <input type="checkbox"/> Combination of Christian/Secular |
| <input type="checkbox"/> Other: _____ | | |

Is your school certification by the state? ___ YES ___ NO

Is your school certification by an independent agency? ___ YES ___ NO

If YES, name of the certification agency: _____

Is your school involved in outreach ministries? ____ YES ____ NO

Check those areas that pertain to ministry outreach in your school.

Music Drama Athletics Visitation Teams

Other: _____

Is your school active in a student convention? ____ YES ____ NO

Is your school a member of an ACTS chapter in your area? ____ YES ____ NO

This application submitted to the ACTS CERTIFICATION OFFICER reflects an accurate representation of our Christian school.

Signature of Chief Administrative Officer

Date

CERTIFYING DOCUMENT
for
LEVEL I
BASIC SCHOOL CERTIFICATION

QUALIFYING STANDARDS FOR LEVEL I: BASIC SCHOOL CERTIFICATION

Basic School Certification Status assures that the school meets four required performance standards:

- 1. The school teaches New Testament Apostolic Pentecostal Doctrine.**
- 2. The school utilizes a standard achievement test to evaluate its graduates.**
- 3. A program is followed for the enrichment and inspiration of faculty and staff.**
- 4. The following records are maintained: compliance with official legal and safety regulations; students' transcripts, faculty work application.**

BASIC STANDARD A APOSTOLIC DOCTRINE REQUIREMENT

YES **NO** **I certify that all graduates of our school have passed the course of instruction on Apostolic Doctrine circled below.**

- 1. Salvation**
- 2. New Birth**
- 3. Holiness lifestyle**
- 4. Other: _____ .**

BASIC STANDARD B ACADEMIC REQUIREMENT

YES **NO** **I certify that all students of the school (grades 1-12) participate in the yearly achievement test circled below.**

- 1. California Achievement Test**
- 2. Iowa Test of Basic Skills**
- 3. Metropolitan Test,**
- 4. Stanford Test**
- 5. State Proficiency Test**
- 6. Other : _____ .**

YES **NO** **I certify that school records are available to show all educational achievements of each student.**

BASIC STANDARD C FACULTY REQUIREMENT

YES NO I certify that all school faculty, including monitors attend at least one annual workshop, seminar, or conference aimed to inspire performance and improve teaching skills.

Workshop _____ Presenter _____

YES NO I certify that all teachers and administrators are currently certified by ACTS

BASIC STANDARD D FACILITY AND RECORDS REQUIREMENT

YES NO I certify that the school maintains records of compliance with state and municipal regulations for fire, health, and safety, if so required.

YES NO I certify that faculty work applications are maintained in the files.

_____, Principal or Pastor _____ Date

CERTIFYING DOCUMENT
for
LEVEL II
INTERMEDIATE SCHOOL CERTIFICATION

QUALIFYING STANDARDS FOR LEVEL II: INTERMEDIATE SCHOOL
CERTIFICATION

INTERMEDIATE SCHOOL CERTIFICATION can be recognized by certifying that the school meets the standards of *Basic School Certification Status* plus the following required performance standards:

- 1. The school teaches New Testament Apostolic Pentecostal Doctrine.**
 - 2. The school utilizes a standard achievement test to evaluate student progress.**
 - 3. A program is followed for the enrichment and inspiration of faculty and staff.**
 - 4. The following school records are maintained: compliance with official legal and safety regulations; students transcripts, faculty work application.**
 - 5. The school has a well-defined statement of philosophy and mission.**
-

STANDARD A APOSTOLIC DOCTRINE REQUIREMENT

YES **NO** **I certify that all graduates of our school have passed at least three (3) courses of instruction on Apostolic Doctrine circled below.**

- 1. Salvation**
- 2. New Birth**
- 3. Principles of Holiness**
- 4. Pentecostal Doctrine**
- 5. The Acts of the Apostles**
- 6. Other: _____ .**

STANDARD B LEARNER PROGRESS AND ACADEMIC REQUIREMENTS

YES **NO** **I certify that students of the school participate in a yearly achievement test.**

- 1. California Achievement Test**
- 2. Iowa Test of Basic Skills**
- 3. Metropolitan Test**
- 4. Stanford Test**
- 5. Other: _____ .**

YES NO I certify that at least 60 percent [60%] of students have gained one year growth academically as evidenced by scores on successive year's tests.

YES NO I certify that portfolios of educational achievements and transcripts of all students are maintained in the school records.

STANDARD C FACULTY PROFESSIONAL DEVELOPMENT REQUIREMENT

YES NO I certify that all school faculty, teaching assistants, and teaching aides are required to attend at least one annual training workshop, seminar or conference aimed to improve teaching skills and to inspire performance. A verifiable record of participation in training is held in their work portfolio.

YES NO I certify that at least fifty percent [50%] of school classrooms or learning centers have a head teacher or supervisor who is enrolled in or holds a BA or BS degree from college, or endorsed Bible College, and is currently certified by ACTS .

YES NO I certify that at least fifty percent [50%] of school teachers including teaching assistants and aides are currently certified by ACTS.

STANDARD D FACILITY AND RECORDS REQUIREMENT

YES NO I certify that the school maintains records of compliance with legal state and municipal regulations for fire and safety.

YES NO I certify that the church / school has papers of incorporation

STANDARD E MISSION AND PHILOSOPHY STATEMENT

YES NO I certify that a defined mission and philosophy statement of purpose for the school has been written and articulated to faculty, students and parents.

YES NO I certify that the school has a regulations handbook for the administration, faculty, parents and students.

_____, Principal or Pastor _____ Date

CERTIFYING DOCUMENT
for
LEVEL III
ADVANCED SCHOOL CERTIFICATION

QUALIFYING STANDARDS FOR LEVEL III: ADVANCED SCHOOL
CERTIFICATION

ADVANCED SCHOOL CERTIFICATION can be recognized by certifying that the school meets the standards of *Basic and Intermediate School Certification Status* plus the following required performance standards and actions:

- 1. The school teaches New Testament Apostolic Pentecostal Doctrine.**
- 2. The school utilizes a standard achievement test to evaluate student progress.**
- 3. A program is followed for the enrichment and inspiration of faculty and staff.**
- 4. The following school records are maintained: compliance with official legal and safety regulations; students transcripts, faculty work application.**
- 5. The school has a well-defined statement of philosophy and mission.**
- 6. There is a school improvement plan in place and being followed.**
- 7. An on-site review of the school has been conducted by advisor(s) from ACTS.**

STANDARD A APOSTOLIC DOCTRINE REQUIREMENT

YES **NO** **I certify that all graduates of our school have passed at least three (3) courses of instruction on Apostolic Doctrine circled below.**

- 1. Salvation**
- 2. New Birth**
- 3. Principles of Holiness**
- 4. Pentecostal Doctrine**
- 5. The Acts of the Apostles**
- 6. Other: _____ .**

STANDARD B LEARNER PROGRESS AND ACADEMIC REQUIREMENTS

YES **NO** **I certify that students of the school participate in a yearly achievement test.**

- 1. California Achievement Test**
- 2. Iowa Test of Basic Skills**

3. Metropolitan Test
4. Stanford Test
5. Other: _____ .

YES NO I certify that at least eighty percent [80%] of students have gained one year growth academically as evidenced by scores on successive year's tests.

YES NO I certify that portfolios of educational achievements and transcripts of all students are maintained in the school records.

YES NO I certify that our students have opportunity to develop by participating in a Regional or State School Convention.

STANDARD C FACULTY PROFESSIONAL DEVELOPMENT REQUIREMENT

YES NO I certify that all school faculty, teaching assistants, and teaching aides are required to attend at least one annual training workshop, seminar or conference aimed to improve teaching skills and to inspire performance. A verifiable record of participation in training is held in their work portfolio.

YES NO I certify that all [100%] of school classrooms or learning centers have a head teacher or supervisor who is enrolled in or holds a BA or BS degree from college, or endorsed Bible College.

YES NO I certify that all [100%] of school teachers including teaching assistants and aides are currently certified by ACTS.

STANDARD D FACILITY AND RECORDS REQUIREMENT

YES NO I certify that the school maintains records of compliance with legal state and municipal regulations for fire and safety.

YES NO I certify that the church / school has papers of incorporation

STANDARD E MISSION AND PHILOSOPHY STATEMENT

YES NO I certify that a defined mission and philosophy statement of purpose for the school has been written and articulated to faculty, students and parents.

YES NO I certify that the school has a regulations handbook for the administration, faculty, parents and students.

STANDARD F SCHOOL IMPROVEMENT PLAN

YES NO I certify that a plan for improvement of the school has been devised after a self study and is being followed to maintain excellency.

YES NO I certify that an ACTS advisor has made an on site visit and approved the school improvement plan and confirmed the **ADVANCED CERTIFICATION** status of our school.

_____, Principal or Pastor _____ Date

Steps in the Process of Certification

Step One - Becoming a Candidate for Certification

Candidate status can be achieved when the school completes and files an Certification Application with the regional or national office. This act initiates a candidate status visit by an ACTS certification consultant who determines whether or not the school can meet certification standards, complete the self-study, and host the visiting team within a three-year period. During the one-day visit the school leadership is asked to describe the school's status in each of the areas outlined in the *Manual for School Certification*. The consultant will discuss specific questions related to the certification process to further familiarize parent groups, board members or faculty with the process of ACTS certification. Also, throughout the self-study process the consultant will serve as a guide and monitor.

Step Two - The Self-study Process

At the "heart" of the process is quality improvement; the key to improvement is self-study. Under the direction of the consultant, the self-study addresses each of the sixteen sections contained in the *Manual for School Certification*. It provides appropriate, objective verification for status in each area. The school must be in the self-study process for a minimum of one year.

The self-study was initially intended to provide the visiting team with information about the school to be studied prior to the campus visit. Today, the self-study serves a much broader both internal and external purpose.

The primary purposes are that the school (1) rethink, clarify, and state its goal; (2) review all policies, programs, procedures, and use of resources; (3) identify strengths and weaknesses and pinpoint problem areas. A good test of educational leadership is the ability to identify weaknesses and to analyze problems objectively.

The most effective and meaningful evaluation is done by the school staff that are part of the program and are best qualified to appraise its effectiveness. The consultant has responsibility to see that the school's self-study achieves internal and external purposes. The consultant: (1) meets with the school faculty and staff to ensure that the certification process is understood; (2) gives advice to school personnel as they form their various committees and overall timeline; (3) serves as a liaison between the school and the regional office; (4) confirms the school's readiness for the visiting team; (5) coordinates the visitation date, team members, and pre-visit preparation with the school and the regional office; and (6) ensures that the proper reports have been forwarded to the regional office at the conclusion of the visit.