

# IACCS/FACCS Professional Educator Certification Program Manual

Effective September 1, 2006

**iaccs**

INTERNATIONAL ASSOCIATION  
OF CHRISTIAN COLLEGES & SCHOOLS

**faccs**

FLORIDA ASSOCIATION  
OF CHRISTIAN COLLEGES & SCHOOLS

Version 2.2



# Professional Educator Certification Program Manual

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# Introduction to IACCS/FACCS Certification

## **The Purpose**

**The International and Florida Associations of Christian Colleges and Schools (IACCS/FACCS)** professional educator certification is not an attempt to standardize, license, regulate, or control any individual, school, church, organization, or entity. Specifically, the certification of an individual is to assist in benefiting the quality of Christian education. Further, it is meant to provide an individual with a professional credential; to encourage continuing spiritual and educational accomplishments; to provide a valid educational character reference; and to benefit the overall public relations aspect of the Christian school ministry. It is NOT meant to replace or diminish the certification program of the any state Department of Education. IACCS/FACCS certification is unique in that it requires not only educational excellence, but also distinctively Christian philosophical elements necessary for a quality Christian education.

## **The Privilege**

IACCS/FACCS certification is a privilege afforded to the faculty and staff of any participating member or accredited school whose President, Board, School Administrator, Headmaster, or Principal has signed the individual's application. The individual must be gainfully employed by the member school before certification will be granted. The certificate is the sole property of the name bearer and that person is fully accountable to maintain certification standards.

## **The Process**

IACCS/FACCS certification briefly involves the following areas:

- the undergraduate and graduate educational preparation of the applicant, specifically degrees earned;
- the total number of educational and administrative courses completed in the above mentioned degree programs;
- the specific areas of concentrated study for subject area endorsement.

In order for these areas to be appropriately examined, an individual desiring certification must do the following:

- obtain a *IACCS/FACCS Professional Educator Certification Application* and complete it in its entirety with the head school official's signature;
- attach official transcripts from ALL college, seminary, Bible institute, university, or other training facilities or have them sent directly from the school to the *IACCS/FACCS Office of Program Services* (grade reports, non-official copies, or faxed copies of transcripts are not acceptable);
- enclose the appropriate application fee and additional fees (if applicable) for each certificate type and level desired;
- send all of the above documents to the *IACCS/FACCS Office of Program Services*; and
- allow at least 6 weeks for the application to be processed once all materials are received.

## IACCS/FACCS Certificate Types and Levels

IACCS/FACCS offers two types of certificates for teachers and administrators. Both certificate types are valid Professional Educator certificates and apply toward IACCS/FACCS school accreditation.

- A **Professional Certificate** is issued to any applicant who meets the minimum requirements of the certificate level for which the individual applies.\* It is valid for **five (5) years** from the date of issue and is renewable.
- A **Temporary Certificate** is issued to any applicant who shows progress toward the minimum requirements of the certificate level for which and individual applies, but lacks some necessary elements of Professional Certification. It is valid for **three (3) years** from date of issue and is NOT renewable. The certificate holder must complete all necessary requirements as listed on the *Professional Certification Plan* (PCP) to move to the Professional Certificate within the certificate period.

\*There is also a **Provisional (B) Certificate** that was issued to FACCS certificate holders prior to 1999 who did not qualify for certification under the 1999 guidelines, however were “grandfathered” in under this certificate type. **No new or reinstated Provisional (B) Certificates will be issued.** For present holders of this certificate, it is valid for **three (3) years** and is renewable as long as it does not expire. If the certificate expires, the holder will immediately become accountable to the new 2006 certification guidelines if certification is desired.

IACCS/FACCS offers two levels of certificates within the certificate types.

- A **Teacher Certificate** is issued to any individual who actively teaches in the school setting, either part or full-time. There are four sub-levels of this certificate:
  - *Pre-School Teacher* - one who teaches in the K3/K4 grades at least 50% of the instructional day;
  - *Elementary Teacher* - one who teaches in the K5 through 6<sup>th</sup> grades at least 50% of the instructional day;
  - *Middle School Teacher* - one who teaches in the 6<sup>th</sup> through 8<sup>th</sup> grades at least 50% of the instructional day, at least one subject area endorsement is required;
  - *Secondary Teacher* - one who teaches in the 9<sup>th</sup> through 12<sup>th</sup> grades at least 50% of the instructional day, at least one subject area endorsement is required;
  - *All-Level Teacher* - one who teaches in various grade levels within specific subject areas throughout the instructional day, at least one subject area endorsement is required.
- An **Administrator Certificate** is awarded to any individual who serves in any administrative position in the school setting at least 50% of the instructional day.

### Process for Initial IACCS/FACCS Certification

- Complete and sign the **Application for Professional Educator Certification or Renewal**
- Have your school administrator sign the application
- Attach original transcripts for all colleges/universities/seminaries attended
- Attach copy of certificate to verify completion of a Philosophy of Christian Education course, CDA, or CDAE if applicable.

\*See the attached **IACCS/FACCS Professional Educator Initial Certification Requirements** charts for detailed requirements for each certificate type and level.

## IACCS/FACCS Certification Renewal and Reinstatement

**Certification Upgrade** is attained when an active *Temporary Certificate* holder applies for a **Certification Upgrade from Temporary to Professional status.**

- If the applicant holds an active **Temporary Certificate**, all requirements as stated on the *Professional Certification Plan* (PCP) must be completed and all transcripts/certificates of proof must be received in the Office of Program Services before the certificate expires for upgrade to Professional Certification to be granted. (*Application for upgrade may be submitted as soon as PCP requirements are fulfilled*)
  - If a *Temporary Certificate* holder completes all PCP requirements within 90 days of the original certificate issuance, he/she may file an application for a certificate reprint and receive the appropriate Professional Certificate. The application for reprint, fee, proof of completion of requirements, and *Temporary Certificate* must be returned to the Office of Program Services within 90 days of the original date of issuance.
  - If a *Temporary Certificate* is nearing expiration and PCP requirements have not been met, the holder may apply for a *Certification Period Extension* - see application.
  - If a *Temporary Certificate holder* does not complete the PCP requirements before the certificate expires, he/she will be placed on inactive status and cannot be upgraded until all PCP requirements are completed.

**Certification Renewal** is attained when an active **Professional, or Provisional Certificate** holder applies for **Certification Renewal with the IACCS/FACCS Office of Program Services anytime within the 6 months prior to the active certificate expiration date.**

- If the applicant holds an active **Professional Certificate**, all Continuing Education Units (CEUs), In-Service Points (ISPs) or qualifying college course work must be completed and all transcripts/certificates of proof must be received in the Office of Program Services within the 6 months before the certificate expires for renewal to be granted. (*See pg. 5 for requirements*)
  - If a *Professional Certificate* is nearing expiration and renewal requirements have not been met, the holder may apply for a *Certification Period Extension* - see application.
  - If a *Professional Certificate* holder does not complete renewal requirements before the certificate expires, he/she will be placed on inactive status and cannot be renewed or reinstated until all requirements are completed and an application for *Late Certification Renewal* or *Certification Reinstatement* is filed.
- If the applicant holds an active **Provisional Certificate**, all Continuing Education Units (CEUs), In-Service Points (ISPs), or qualifying college course work must be completed and all transcripts/certificates of proof must be received in the Office of Program Services within the 6 months before the certificate expires for renewal to be granted. (*See pg. 5 for requirements*)
  - If a *Provisional Certificate holder* does not complete renewal requirements before the certificate expires, he/she will be placed on inactive status and cannot be reinstated to a *Provisional Certificate* level. The individual then becomes accountable to the most recent certification standards. It is imperative that a *Provisional Certificate* holder not allow the certificate to expire.
  - If a *Provisional Certificate* is nearing expiration and renewal requirements have not been met, the holder may apply for a *Certification Period Extension* - see application.

- Accruing **Continuing Education Units (CEUs)** is the sole method for attaining renewal of a *Professional or Provisional (B) Certificate*. CEUs are units of professional in-service education that are necessary for teachers/administrators to remain fresh, active, and engaged in a learning community. **CEUs are not necessary for an upgrade from Temporary to Professional status.**
  - CEUs can be acquired through a variety of resources:
    - Conventions and conferences,
    - Off-campus seminars offered for CEU credit by a qualified instructor,
    - Taking college courses at an accredited or IACCS/FACCS Approved College or university,
    - Teaching college-level courses
    - DVD, VHS, and online seminars that meet the IACCS/FACCS requirements for CEU credit,
    - On-campus, teacher in-service sessions that meet the IACCS/FACCS requirements for CEU credit.
    - Serving on accreditation teams, special boards, workshop presentations, etc.
  - Schools who wish to participate in the **IACCS/FACCS Professional Educator Certification Program** are required to register annually with the **Master In-Service Program** at for CEU credit to count. Please sign-up with this program at by September 1, 2006 (go to [www.iaccs.org](http://www.iaccs.org) or [www.faccs.org](http://www.faccs.org) for link). All CEU opportunities for which a school or teacher desires to receive CEU credit must be approved by the **Master In-Service Program**. As the certificate holder nears renewal, he/she must request a transcript of in-service points from the Master In-Service Program which, when accompanying the application, serves as proof of CEU fulfillment. \*CEUs and ISPs listed with the Master Inservice Program are approved by IACCS/FACCS toward renewal, with the exception of excessive credits from one provider.
  - CEUs are accrued toward *IACCS/FACCS Certification Renewal* by the following method:
    - One (1) ISP (In-Service Point) = 50 minutes of in-service instruction (1 clock hour)
    - Ten (10) ISPs = one (1.0) CEU
    - One (1) semester college credit = 1.5 CEUs or 15 ISPs
  - Minimum Requirements for Certification Renewal
    - For *Professional Certificate Renewal*:
      - **Nine (9) CEUs** or **ninety (90) ISPs** are required\*.
      - They must all be completed within the certificate period (*after the date of issue / before the date of expiration*).
    - For *Provisional (B) Certification Renewal*:
      - **Six (6) CEUs** or **sixty (60) ISPs** are required\*.
      - They must all be completed within the three (3) year certificate period. (*after the date of issue / before the date of expiration*)

\*At least **three (3) CEUs** or **thirty (30) ISPs** accrued within a certification period must be earned at IACCS/FACCS sponsored events (Convention participation, Convention workshop presentation, Administrator's Conference participation, CEU seminar participation, accreditation team member, special IACCS/FACCS meetings, etc.) or through college courses completed at a IACCS/FACCS member college. (*See web sites for a listing of member colleges*) See page 10 for information about the gradual implementation of this policy.

**Late Certification Renewal** is achieved when a *Temporary* or *Professional Certificate* holder, who has allowed his/her certificate to expire and has been placed on inactive status, applies for renewal with the IACCS/FACCS Office of Program Services within one calendar year of the expiration date on the certificate. This option is **NOT** available to *Provisional Certificate* holders.

- All PCP, CEU, ISP requirements or qualifying college course work must have been completed within one year of the expiration date on the certificate.
- All transcripts/certificates of completion must be received in the Office of Program Services within one year of the expiration date for Late Certification Renewal to be granted.
- The Late Filing Fee must be paid along with the standard Evaluation Fee.

**Certification Reinstatement** is achieved when a *Temporary* or *Professional Certificate* holder, who has allowed his/her certificate to expire and has been placed on inactive status, applies for reinstatement with the IACCS/FACCS Office of Program Services later than one (1) year after the expiration date on the certificate. This option is **NOT** available to *Provisional Certificate* holders.

- The applicant must meet all present guidelines for certification status (minimum degree, Philosophy of Christian Education course, and required education/subject area hours)
- If all minimum requirements are met, the applicant will be issued a Reinstated Professional Certificate that is valid for **three (3) years**.
- During the three year reinstated certification period, the applicant must complete nine **(9) CEUs** or **ninety (90) ISPs** before being renewed.
- The Reinstatement Fee must be paid along with the standard Evaluation Fee.

## General Certification Policies

- Only degrees received from and courses taken at an **accredited** or an **IACCS/FACCS approved** college/university/seminary will count toward IACCS/FACCS Professional Educator Certification.
  - **“Accredited”** means any college/university/seminary that is fully accredited by any of the following accrediting agencies:
    - Any **CITA** (*The Commission on International and Trans-Regional Accreditation*) participating regional accrediting agency. This commission includes the five major regional accrediting organizations in America: [www.citaschools.org](http://www.citaschools.org)
      - Western Association of Schools and Colleges
      - Southern Association Council on Accreditation and School Improvement
      - Middle States Association of Colleges and Schools
      - North Central Association Commission on Accreditation and School Improvement
      - National Council for Private School Accreditation
    - **TRACS** (*The Transnational Association of Christian Colleges and Schools*) - [www.tracs.org](http://www.tracs.org)
    - **ABHE** (*The Association for Biblical Higher Education* - formerly the AABC - *Accrediting Association of Bible Colleges*) - <http://abhe.gospelcom.net/>
    - **ATS** (*The Association of Theological Schools*) - [www.ats.edu](http://www.ats.edu)
    - **DETC** (*The Distance Education Training Council*) - [www.detc.org](http://www.detc.org)
  - **“IACCS/FACCS Approved”** means any college/university/seminary that is NOT fully accredited by any of the above organizations, however has provided to IACCS/FACCS:
    - letters of credit transfer from at least three (3) colleges, universities, or seminaries who are fully accredited.
    - proof that they do not issue more than 6 semester hours of “life experience” credit to any student.
      - \*Degrees from colleges that offer more than 6 hours of “life experience” credit may be accepted toward fulfillment of certification requirements with additional course work required on an individual basis.
- **Original transcripts** must be supplied by the applicant to IACCS/FACCS for review. They do not need to be supplied in a sealed envelope, however their originality must be evidenced by the college’s standard verification method: embossed seal, original stamp and signature, copy protection, etc. Transcripts become the property of IACCS/FACCS and will not be returned to the applicant, but will be filed with the applicant’s records. No grade reports, photocopies, faxes, or electronic scans of transcripts will be accepted in place of original transcripts.
- **Courses Required:** When transcripts are reviewed by IACCS/FACCS to determine certification status, the following courses are highlighted:
  - **Educational courses** - these are courses that are educational in content and carry an education prefix in the course number (ex. ED-, EDU-, EDUC-). They are normally a part of an educational degree program, however it’s not uncommon for one to have taken educational courses in other majors as well. *Courses that are “church” or “Sunday School” education in nature do not count as educational courses for certification purposes. We are looking for school educational courses.*
  - **Subject Area courses** - courses that are centered in a particular subject content area (Math, Science, History, etc.). They can be taken both within a major and in general studies.
  - **Administrative courses** - graduate level courses that are administrative in content and apply to an Administrator Certification.

- The required ***Philosophy of Christian Education*** course can be either an undergraduate or graduate level course or a specified seminar that meets the following requirements:
  - entitled or sub-titled as Philosophy of Christian Education or its equivalent, (“Philosophy” or “Educational Philosophy” are not acceptable);
  - a course description that contains the at least the following components:
    - a history of educational philosophy - both biblical and secular,
    - a Christian worldview,
    - biblical integration,
    - philosophy of teaching methods,
    - philosophy of classroom discipline,
    - philosophy of curriculum development.
  - be at least one (1) college credit or 6 instructional hours in length
  - is either identifiable on a valid transcript or is certified by a copy of the seminar certificate showing the seminar title, instructor, date, and location of instruction.
- It may also be determined by the Office of Program Services that excessive CEUs available through some providers will be limited in what will count toward renewal. Contact the Office of Program Services for detailed information on specific providers or on-campus in-service opportunities.

# IACCS/FACCS Professional Educator Initial Certification Requirements

## Pre-School Teacher Certificate

Certificate Type	Degree	Educational Credits	Subject Area Credits	Philosophy of Christian Education
<b>Professional</b>	C.D.A. ( <i>Child Development Associate</i> ) or its equivalent; or Associate degree in Early Childhood Education	None	None	Yes
<b>Temporary</b>	C.D.A. ( <i>Child Development Associate</i> ) or its equivalent; or Associate degree in Early Childhood Education	None	None	No

## Elementary Teacher Certificate

Certificate Type	Degree	Educational Credits*	Subject Area Credits**	Philosophy of Christian Education
<b>Professional</b>	Bachelor's degree	18 credits	None	Yes
<b>Temporary</b>	Bachelor's degree	None	None	No

## Middle School or Secondary Teacher Certificate

Certificate Type	Degree	Educational Credits	Subject Area Credits	Philosophy of Christian Education
<b>Professional</b>	Bachelor's degree	6 credits	18 credits	Yes
<b>Temporary</b>	Bachelor's degree	None	None	No

## All-Level Teacher Certificate

Certificate Type	Degree	Educational Credits	Subject Area Credits	Philosophy of Christian Education
<b>Professional</b>	Bachelor's degree	6 credits	18 credits	Yes
<b>Temporary</b>	Bachelor's degree	None	None	No

## Administrator Certificate

Certificate Type	Degree	Educational Credits	Administrative Credits	Philosophy of Christian Education
<b>Professional</b>	Master's degree	18 graduate level credits (may include the required 6 administrative credits)	6 graduate level administrative credits***	Yes
<b>Temporary</b>	Bachelor's degree	None	None	No

\*Educational Credits are college credits earned for courses that are educational in content and carry an education prefix in the course number (ex. ED-, EDU-, EDUC-)

\*\*Subject Area Credits are college credits earned within the requested endorsement subject area. (ex. History courses if one is requesting a History endorsement)

\*\*\*Administrative Credits are graduate level credits earned for courses taken that are administrative in content.

## Important Information Regarding Active IACCS/FACCS Certificate Holders as of September 1, 2006

The attached September 1, 2006 effective certification guidelines will affect all present holders of valid, active IACCS/FACCS certificates in the following manner:

- The certificate type, level, and expiration date of all certificates issued on or before August 31, 2006 remains as printed on the certificate.
- If the expiration date of the certificate falls **between September 1, 2006 and August 31, 2007**, when the holder applies for Certification Renewal, he/she must complete and supply IACCS/FACCS with proof of completion of the following professional development:
  - For **A, AA, AAA**, and **B-Provisional Certificate** holders:
    - 6 CEUs, 60 ISPs, or 6 college credits to receive renewal
    - upon renewal, the certificate holder will receive a *Professional Certificate*.
  - For **C-Temporary Certificate** holders:
    - all requirements listed on the Professional Certification Plan (PCP).
  - The certificate holder may apply for a Certification Period Extension or for Late Certification Renewal as per the guidelines listed on the application.
- If the expiration date on the certificate falls **on or after September 1, 2007**, when the holder applies for Certification Renewal, the holder falls under the new September 1, 2006 guidelines for IACCS/FACCS Certification Renewal and must complete and supply IACCS/FACCS with proof of completion of the following professional development:
  - 9 CEUs\* or 90 ISPs (In-Service Points) or 6 college credits to receive renewal for **A, AA, and AAA** Certificates; or
  - 6 CEUs\* or 60 ISPs or 3 college credits for **B-Provisional** Certificate holders; or
  - all requirements listed on the Professional Certification Plan (PCP) for **C-Temporary** Certificate holders.
  - \*all CEUs completed before **September 1, 2006** will not be converted to ISPs and carry a full one CEU credit, even if the CEU was less than 6 instructional hours in length.
  - the minimum requirement for CEUs/ISPs that are acquired from IACCS/FACCS sponsored events, will be gradually implemented as follows:
    - If the expiration date on the certificate falls **between September 1, 2007 and August 31, 2008**, the certificate holder is required to submit at least **one (1) CEU** or **ten (10) ISPs** that are acquired from IACCS/FACCS sponsored events.
    - If the expiration date on the certificate falls **between September 1, 2008 and August 31, 2009**, the certificate holder is required to submit at least **two (2) CEUs** or **twenty (20) ISPs** that are acquired from IACCS/FACCS sponsored events.
    - If the expiration date on the certificate falls **on or after September 1, 2009**, the certificate holder is required to submit the required **three (3) CEUs** or **thirty (30) ISPs** that are acquired from IACCS/FACCS sponsored events.
- **Warning:** failure to apply for Certification Renewal, Certification Period Extension or Late Certification Renewal (within one year before the certificate expires) will place the application on inactive status. Upon application for Certification Reinstatement, the applicant will fall under the September 1, 2006 guidelines for initial certification.



## Professional Educator Certification or Renewal Application Checklist

If you are applying for **Initial Certification**:

- Section One:** complete
- Section Two:** select **Initial Certification** application type.
- Section Three:** select one (1) certificate type (Teacher or Administrator). If selecting a Teacher certificate, also select the appropriate level of certificate. If selecting Middle School, Secondary, or All Level, you are also required to list the appropriate area(s) of endorsement. You may select more than one type or level, however there is an additional \$40 Evaluation Fee for each additional type/level requested.
- Section Four:** complete listing ALL colleges attended. Also, if a Philosophy of Christian Education course or seminar was taken provide either the college course number or a copy of the seminar certificate. See the certification manual for a complete explanation of acceptability for the course or seminar.
- Section Five:** list any/all educational certificates held in the past or present.
- Section Six:** read the statements and sign and date the application. Also, have your school administrator or headmaster sign and date the application.
- Enclose original transcripts for all colleges attended.**
- Enclose the \$40 Evaluation Fee or pay online at [www.iaccs.org](http://www.iaccs.org) or [www.faccs.org](http://www.faccs.org)**

If you are applying for **Certification Renewal, Late Certification Renewal, or Certification Reinstatement**:

- Section One:** complete
- Section Two:** select the appropriate application type.
- Section Three:** select one (1) certificate type (Teacher or Administrator). If selecting a Teacher certificate, also select one (1) appropriate level of certificate. If selecting Middle School, Secondary, or All Level, you are also required to list the appropriate area(s) of endorsement. You may select more than one type or level, however there is an additional \$40 Evaluation Fee for each additional type/level requested.
- Section Four:** list any colleges at which you earned credits during your certification period.
- Section Five:** list any/all educational certificates held in the past or present.
- Section Six:** read the statements and sign and date the application. Also, have your school administrator or headmaster sign and date the application.
- Enclose both completed pages of the application.**
- Enclose your Master Inservice Program transcript, available at [www.schoolmission.net/faccs](http://www.schoolmission.net/faccs)**
- Enclose original transcripts for all colleges attended during the certification period.**
- Enclose the \$40 Evaluation Fee and any additional fees or pay online at [iaccs.org](http://iaccs.org) or [faccs.org](http://faccs.org)**

If you are applying for a **Certification Period Extension**:

- Section One:** complete
- Section Two:** select Certification Period Extension application type. Then select whether you wish to extend your certification period for 6 months or one year from the date of expiration.
- Section Six:** read the statements and sign and date the application. Also, have your school administrator or headmaster sign and date the application.
- Enclose reason for request and plan for completing requirements.**
- Enclose the appropriate extension fee or pay online at [iaccs.org](http://iaccs.org) or [faccs.org](http://faccs.org)**

If you need any assistance with the application, please:

1. Consult the **IACCS/FACCS Professional Educator Certification Manual** - available online at [www.iaccs.org](http://www.iaccs.org) or [www.faccs.org](http://www.faccs.org).
2. Consult the **Certification FAQ** (Frequently Asked Questions) page online at [www.faccs.org](http://www.faccs.org), or
3. If none of those documents answer your question, contact the **IACCS/FACCS Office of Program Services**  
**E-Mail** - [ops@iaccs.org](mailto:ops@iaccs.org) or [ops@faccs.org](mailto:ops@faccs.org)  
**Phone** - 954-517-9500



Office Use Only	
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Office of Program Services ♦ P.O. Box 277807 ♦ Miramar, Florida 33027

Phone: (954) 517-9500 ♦ Fax: (954) 517-9200 ♦ Web: iaccs.org or faccs.org ♦ E-mail: ops@iaccs.org / ops@faccs.org

# Application for Professional Educator Certification or Renewal

## INSTRUCTIONS

This application is for professional educator certification with the International or Florida Association of Christian Colleges and Schools. (IACCS/FACCS). Only teachers or administrators who are employed at an IACCS/FACCS participating or accredited member school may apply for IACCS/FACCS certification. Please read all directions and legibly complete this application in its entirety. Mail the completed application, official college transcripts, Master In-Service Program transcripts for CEU documentation, and fees to the above address. Failure to complete the application or to enclose required documentation or fees will result in a delay in the certification process. If for any reason certification or renewal is not granted, \$30 of the evaluation fee will be refunded.

### Section One: PERSONAL INFORMATION

Please provide name as you desire it to appear on certificate (include Mr., Mrs., Miss, Dr., or Rev. if desired)

Name: \_\_\_\_\_  
 (title) First Middle Last

Address: \_\_\_\_\_  
 Street City State Zip

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Maiden Name: (if applicable) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name and City of IACCS/FACCS School \_\_\_\_\_

### Section Two: APPLICATION TYPE

- Application for Initial Certification - (check if you have never held an IACCS/FACCS certificate, enclose \$40 evaluation fee)
- Application for Certification Renewal - (check if you hold an active IACCS/FACCS Professional certificate, enclose \$40 evaluation fee)
- Application for Certification Upgrade - (check if you hold an active IACCS/FACCS Temporary certificate, enclose \$40 evaluation fee)
- Application for Certification Period Extension - (check only if you hold an active IACCS/FACCS certificate)
  - 6 months (\$10 fee)  1 year (\$20 fee) (please provide reason for request and plan for completing requirements)
- Application for Late Certification Renewal (check only if your IACCS/FACCS certificate has expired and you are filing within one year after its expiration date - enclose \$40 evaluation fee + \$25 late filing fee)
- Application for Certification Reinstatement (check only if your IACCS/FACCS certificate has expired and you are filing one year or more after its expiration date - enclose \$40 evaluation fee + \$30 reinstatement fee)
- Request for Certificate Reprint (complete Sections One and Two only, enclose \$5 processing fee)

### Section Three: CERTIFICATE TYPE AND LEVEL

Please check all types and teacher levels desired. One type (teacher or administrator) and one teacher level are included in the standard evaluation fee, add \$40 for each additional type and/or teacher level.

- Teacher Certification (check level below, one type and level is included in evaluation fee, \$40 for each additional type and level)
  - Pre-School (K3-K4) Grade Teaching: (circle all applicable) K3 K4
  - Elementary (K5-6<sup>th</sup>) Grade Teaching: (circle all applicable) K5 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> 4<sup>th</sup> 5<sup>th</sup> 6<sup>th</sup>
  - Middle School (6<sup>th</sup>-8<sup>th</sup>) Grade Teaching: (circle all applicable) 6<sup>th</sup> 7<sup>th</sup> 8<sup>th</sup>
  - Subject Area Endorsement(s) (required) \_\_\_\_\_
  - Secondary (9<sup>th</sup>-12<sup>th</sup>) Grade Teaching: (circle all applicable) 9<sup>th</sup> 10<sup>th</sup> 11<sup>th</sup> 12<sup>th</sup>
  - Subject Area Endorsement(s) (required) \_\_\_\_\_
  - All-Level (K-12) Subject Area Endorsement(s) (required) \_\_\_\_\_
- Administrator Certification Subject Area Endorsement(s) (optional) \_\_\_\_\_

See IACCS/FACCS Professional Educator Certification Program Manual for a complete listing of requirements.

### Section Four: ACADEMIC BACKGROUND

First-time applicants must complete this section and enclose original transcripts from all colleges/universities attended. Applicants for certification renewal, only complete if information has changed since previous application was submitted or if CEUs were earned through college course work. Please enclose original transcripts for all changes.

College/University Name	City and State	Years Attended	Degree(s) Conferred

Have you completed a Philosophy of Christian Education course?  Yes\*  No

\*If Yes - \_\_\_\_\_  
Location Course Number and Title Date  
 Please enclose a copy of the course certificate if not a college course.

### Section Five: EDUCATIONAL CERTIFICATES HELD

All applicants must complete this section, if applicable. Please list all certificates that you have held.

Organization	City and State	Dates Held	Type / Level

### Section Six: SIGNATURES

All applicants must verify accuracy of information, read the IACCS/FACCS Statement of Faith, and sign below.

***I certify that the above information is accurate and that I subscribe to the below IACCS/FACCS Statement of Faith.***

We believe that whatever the Bible says is true - which means that we believe in the inspiration of both the Old and New Testaments. We believe that man was created by the direct act of God, and in the image of God. We believe that Adam and Eve in yielding to the temptation of Satan became fallen creatures. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Savior Jesus Christ. We believe in His vicarious and substitutional Atonement for the sins of mankind by the shedding of His blood on the Cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and that this New Birth is through the regeneration by the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Savior Jesus Christ. We believe that this creed is a sufficient basis for Christian fellowship, and that all born again men and women who sincerely accept this creed can, and should, live together in peace, and that it is their Christian duty to promote harmony among the members of the Body of Christ, and also to work together to get the Gospel to as many people as possible in the shortest time possible. (Excerpted from the FACCS Articles of Incorporation.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval of Applicant by the School Administrator or Headmaster:**

*This is to verify that the applicant is employed for the 20\_\_\_\_ - \_\_\_\_ school year by our school and is recommended by me as being qualified for the certificate requested.*

Name of School \_\_\_\_\_ City and State \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Payment to IACCS/FACCS may be made by check or money order by enclosing with this application and mailing to the address listed on the front of the application. Make check payable to either IACCS or FACCS. Returned check fee - \$30.

You may also make payment to IACCS/FACCS with a credit or debit card. Please log on to [www.iaccs.org](http://www.iaccs.org) or [www.faccs.org](http://www.faccs.org) and click on the **Payments** page. Follow the directions to make your payment.