



Association of Christian Teachers and Schools

Teacher and Administrator Certification



The ACTS Teacher Certification Program certifies educators for the Christian and Private school ministry. Administrators who consider ACTS-certified educators for employment can have confidence that these educators have met the stated requirements.

P. O. Box 5003
Springfield, MO 65801-5003
Phone: (417) 865-4290, Fax: (417) 864-4289

Last Name	First Name	MI	Phone
Address	City	State	Zip
Social Security Number		Today's Date	

Type of Certificate Requested

Preschool
 K-6
 7-9
 K-12
 Secondary (6-12)

What grade or subject do you teach?

_____ , _____ , _____ , _____

TEACHING EXPERIENCE: (Begin with most recent)

Name of School	Address	City, State, Zip	Grade(s) Taught	Years

PERMITS AND CERTIFICATES: (Begin with most recent)

Description	State/Organization	Date Issued	Date Expires

PROFESSIONAL RECOMMENDATION: (Administrator or Principal)

I have examined and investigated the transcripts, record of experience, personal background, and Christian lifestyle. I verify that this applicant meets the ACTS requirements for the requested certification.

Administrator/Principal Name: _____ Date: _____

School Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____

SEND THE FOLLOWING:

1. Copy of this application
2. An **official** college transcript
3. Check for \$40.00 payable to the **Association of Christian Teachers and Schools**
4. Mail to: **ACTS Executive Director, P.O. Box 5003, Springfield, Missouri 65801-5003**

Office use only

Date: _____

Check #: _____

Amount: _____

BASIC REQUIREMENTS FOR CERTIFICATION

Hold a 4-year bachelor's degree (as a minimum) from an accredited or a recognized college or university, and teaching or under contract to teach in an ACTS member school or be a current ACTS individual member.

FIVE YEAR PROFESSIONAL CERTIFICATE *

1. Hold a 4-year bachelor's (teaching) or master's degree from an accredited or a recognized college or university.
2. Completed an ACTS-approved teacher education program or meets listed academic requirements

Minimum Academic Requirements

- 30 hrs. in major (subject, area, or level)
- 6 hrs. in Biblical Studies (or 18 CEU credits)
- Teaching Methods in area of assigned teaching responsibility_(secondary)
- Teaching Methods courses in a minimum of 6 subjects _(elementary)
- Student Teaching
- Content Area Reading course (middle school & secondary)

50 semester hours in General Education with at least the following:

- 9 hrs. Oral and Written Communication
- 6 hrs. Human Adjustment
- 6 hrs. Science and Mathematics
- 6 hrs. Social Science
- 6 hrs. Humanities and Fine Arts
- 17 hrs. in other courses (may include Bible and other related courses)

21 hours in Educational Studies including the following:

- 3 hrs. Exceptional Student Education
- 3 hrs. Christian Philosophy of Education
- 3 hrs. Educational Technology
- 12 hrs. in educational studies electives

Minimum of 120 semester hours of undergraduate work

ADMINISTRATION CERTIFICATE REQUIREMENTS

- Completed a master's degree in Christian Education or Christian School Administration from an accredited or ACTS-approved college or seminary.

12 hrs. Professional Education

- 3 hrs. History and Philosophy of Christian School Education
- 3 hrs. Exceptional Individuals
- 3 hrs. Research Statistics and Techniques
- 3 hrs. Advanced Educational Psychology (Childhood and Adolescence)

18 hours Specialization in Administration

- 3 hrs. Curriculum Development and Design and Social Services
- 3 hrs. Human Resources in Education
- 3 hrs. Educational Leadership, Supervision, and Evaluation

- 3 hrs. School Law and Legal Issues in Education
- 3 hrs. Public and Private School Budgeting and Financing
- 3 hrs. Guidance and Counseling Services (K-12)

General Electives (suggested Courses)

- 3 hrs. Technology in Education (Computers, video, On-line services, etc.)
- 3 hrs. Management and Organization Theory
- 3 hrs. School Public Relations and Development Issues
- 3 hrs. Executive Development
- 3 hrs. Group Relations and Multicultural Education
- 3 hrs. Organizational Behavior
- 3 hrs. Business Ethics
- 3 hrs. Contemporary Issues in Education

5-YEAR PROFESSIONAL CERTIFICATE RENEWAL REQUIREMENTS

- Complete one course in teaching major; or
- Complete one course in education area; or
- Earn state or school specified in-service points.

* A 5-Year Temporary Certificate will be issued if applicant does not meet 5-Year Professional requirements