



CERTIFICATION MANUAL

3.9

***Florida Association of Christian
Colleges and Schools***
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Professional Educator Certification Program Manual

Version 3.9

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Introduction to FACCS Certification

The Purpose

The *Florida Association of Christian Colleges and Schools* (FACCS) professional educator certification is an instrument intended to increase the quality of Christian education in FACCS schools. It is not an attempt to standardize, license, regulate, or control any individual, school, church, organization, or entity. 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 state Department of Education. 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

FACCS certification is a privilege afforded to the faculty and staff of any participating member or accredited school whose President, Board Chair, 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

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:

- complete an online *FACCS Professional Educator Certification Application* in its entirety;
- upload to our website, email, or mail verified copies of transcripts from ALL college, seminary, Bible institute, university, or other training facilities, or have them sent directly from the school to the *FACCS Office of Program Services* (grade reports and non-official copies of transcripts are not acceptable) - see page 7 for more information;
- upload to our website, email, or mail a copy of the Master In-service Program (MIP) transcript downloadable from the MIP web site if you are renewing a certificate. This is not applicable to new applicants.
- pay online or mail the appropriate application fees and additional fees (if applicable) for each certificate type and level desired and any late or reinstatement fees;
- once all of the above have been received by the *FACCS Office of Program Services*, allow at least 2 weeks for the electronic applications to be processed before contacting FACCS to check on the status.

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

FACCS Certificate Types and Levels

FACCS offers two types of certificates for teachers and administrators. Both certificate types are valid Professional Educator certificates and apply toward 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 an individual applies, but lacks some necessary elements of Professional Certification. It is valid for **three (3) years** from the 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. See *Temporary Certificate Restriction* on pg. 8.

FACCS offers three 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:
 - *Early Education Teacher* - one who teaches in the K3/K4 grades at least 50% of the instructional day;
 - *Elementary Teacher* - one who teaches in Kindergarten through 6th grade at least 50% of the instructional day;
 - *Middle School Teacher* - one who teaches in 6th through 8th grade at least 50% of the instructional day – at least one subject area endorsement is required;
 - *Secondary Teacher* - one who teaches in 9th through 12th grade 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 a specific subject area 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.
- A **Professional Services Certificate** is awarded to any individual who serves in a professional, service-based position that is neither administrative nor teaching in nature. A service area endorsement is required

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 and/or 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 180 days of the original certificate issuance, he/she may file an application for a Certification Upgrade and receive the appropriate Professional Certificate at no additional charge.
 - If a *Temporary Certificate* holder does not complete the PCP requirements before the certificate expires, he/she will be placed on an inactive status and cannot be upgraded or awarded another Temporary Certificate until all PCP requirements are completed.
 - If a *Temporary Certificate* is nearing expiration and the requirements to upgrade to a Professional Certificate have not been met, the holder may apply for a *Certification Period Extension*. A *Certification Period Extension* for a *Temporary Certificate* is valid for two (2) years from the expiration date of the *Temporary Certificate*. Seventy-two (72) Inservice Points (ISPs) are required to extend a *Temporary Certificate*. These ISPs must be earned during the certificate period (after the date of issue / before the date of expiration). An application for the *Certification Period Extension* must be submitted prior to the expiration of the *Temporary Certificate*.

Certification Renewal is attained when an active *Professional Certificate* holder applies for **Certification Renewal with the 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 In-Service Points (ISPs) or qualifying college course work must be completed and all transcripts and/or 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. 6 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. An application for the *Certification Period Extension* must be submitted prior to the expiration of the *Professional Certificate*.
 - If a *Professional Certificate* holder does not complete renewal requirements before the certificate expires, he/she will be placed on an 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.

- Accruing ***In-service Points (ISPs)*** is the sole method for attaining renewal of a ***Professional Certificate***. ISPs are units of professional in-service education that are necessary for teachers/administrators to remain fresh, active, and engaged in a learning community. **ISPs are not necessary for an upgrade from *Temporary* to *Professional* status.**
 - ISPs are accrued toward ***FACCS Certification Renewal*** by the following method:
 - One (1) ISP (In-service Point) = 50 minutes of in-service instruction (1 clock hour)
 - One (1) semester college credit = 20 ISPs
 - Minimum Requirements for Certification Renewal **
 - For ***Professional Certificate Renewal***:
 - ***One hundred twenty (120) ISPs*** are required.
 - They must all be completed within the certificate period (*after the date of issue / before the date of expiration*).
 - Schools who wish to participate in the **FACCS Professional Educator Certification Program** are required to register annually with the ***Master Inservice Program*** for ISP credits to count. Please sign up with this program annually by July 1st to insure no lapse in service. All in-service opportunities, for which a school or certificate holder desires to receive ISP credit, must be pre-approved by the ***Master Inservice Program***. As the certificate holder nears renewal, he/she must request a transcript of in-service points from the ***Master Inservice Program*** which, when accompanying the application, serves as proof of ISP fulfillment. *ISPs listed with the ***Master Inservice Program*** are approved by FACCS toward renewal, with the exception of excessive credits from one provider.
 - ISPs can be acquired through a variety of resources:
 - Conventions and conferences,
 - Off-campus seminars offered for ISP credit by a qualified instructor,
 - Taking or CLEPing college courses at an accredited or FACCS Approved College or University (20 ISPs per semester credit hour)
 - DVD and online seminars that meet the FACCS requirements for ISP credit,
 - On-campus, teacher in-service sessions that meet the FACCS requirements for ISP credit.
 - Serving on accreditation teams, special boards, workshop presentations, etc.
 - Of the one hundred twenty (120) ISPs required for FACCS certification renewal, up to thirty (30) ISPs may be from non-educational areas (Bible/church conferences, business seminars, personal enrichment workshops, etc.) The remaining ISPs must be educational in nature, preferably within teaching and certificate field, to count toward Certification Renewal.
 - One can earn ISP credit through MIP for preparing and teaching college-level courses (undergraduate, graduate, or post-graduate) at an accredited or FACCS approved college/university:
 - For each semester credit hour, the candidate will earn twenty (20) ISPs
 - A course may be submitted and approved only once per lifetime (regardless of how many actual classroom presentations are made)
 - These ISPs cannot be counted toward FDOE certificate renewal

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

- All PCP, 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 *Professional Certificate* holder, who has allowed his/her certificate to expire and has been placed on an inactive status, applies for reinstatement with the FACCS Office of Program Services later than one (1) year after the expiration date on the certificate. This option is NOT available to *Temporary 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 **one hundred twenty (120) 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 a **FACCS approved** college/university/seminary will count toward FACCS Professional Educator Certification.
 - **“Accredited”** means any college/university/seminary that holds accredited status with any of the following:
 - one (1) or more of the regional accrediting agencies approved for post-secondary credit transference by the US Office of Education:
 - **Middle States Association Of Colleges And Schools**
Commission on Higher Education: Candidate for Accreditation
 - **New England Association Of Schools And Colleges**
Commission on Institutions of Higher Education: Candidate for Accreditation
Commission on Technical and Career Institutions: Candidate for Accreditation
 - **North Central Association Of Colleges And Schools** - Cognia
Commission on Institutions of Higher Education: Candidate for Accreditation
Commission on Accreditation and School Improvement, Board of Trustees
 - **Northwest Commission On Colleges And Universities**
 - **Southern Association Of Colleges And Schools** - Cognia
Commission on Colleges: Candidate for Accreditation
 - **Western Association Of Schools And Colleges**
Accrediting Commission for Community and Junior Colleges: Candidate for Accreditation
Accrediting Commission for Schools: Candidate for Accreditation
Accrediting Commission for Senior Colleges and Universities: Candidate for Accreditation
 - **NCPSA** (National Council for Private School Accreditation) – www.ncpsa.org
At the Early Childhood, Kindergarten, or pre-college level, recognition is conveyed to the "Full Member" accrediting agencies of the NCPSA.
 - **NCATE** (National Council for Accreditation of Teacher Education) – www.ncate.org
 - **TRACS** (*The Transnational Association of Christian Colleges and Schools*) - www.tracs.org
 - **ABHE** (*The Association for Biblical Higher Education*) – www.abhe.org
 - **ATS** (*The Association of Theological Schools*) - www.ats.edu
 - **DETC** (The Distance Education Training Council) - www.detc.org
 - **ACCSC** (Accrediting Commission of Career Colleges and Schools) - www.accsc.org
 - **“FACCS Approved College”** means any college/university/seminary that does not hold accredited status with any of the above organizations; however, has provided to 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.*
- **College/University transcripts** must be supplied by the applicant to FACCS for review.
 - They can be provided electronically (preferred) or by mail.
 - They do NOT need to be original, however if copies are being provided (either electronic or by mail), they must:

- be copied/scanned directly from the original transcripts on file in the applicant's personnel file at the school, and
 - be verified as such and signed by the lead school administrator.
 - Transcripts become the property of FACCS and will not be returned to the applicant, but will be filed with the applicant's records.
 - Grade reports or copies of unofficial transcripts will not be accepted.
- **Courses Required:** When transcripts are reviewed by 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 is 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. Courses need to deal with school education.*
 - **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.
- **Background Screening**
 - Applicants must have passed an FDLE Level 2 background screening within the previous 5 years. Record of this screening must be maintained at the applicant's school of employment. FACCS will verify that the applicant holds of an up-to-date background screening at the time of application.
- **Endorsements**
 - Any endorsement desired by an applicant, either elected or required for the certificate level/sub-level, must be selected from the list of approved endorsements as listed in the Appendix of this manual.
 - Endorsement requirements may also be met by passing:
 - **Florida Teacher Certification Examination (FCTE) Subject Area Exams (SAE)** in the appropriate and applicable subject area in lieu of the eighteen (18) credit requirement for a subject area endorsement. **General Knowledge** exams are NOT acceptable toward the subject area requirement.
 - **Florida Educational Leadership Examination (FELE)** in lieu of the six (6) graduate level administrative credits required for Administrator certification.
 - ****These tests are NOT applicable toward required educational credits or the Philosophy of Christian Education requirement. Information about these examinations is available at www.fldoe.org.**
 - **National Institute for Learning Development (NILD) Professionally Certified Educational Therapist (PCET)** certification is acceptable toward the eighteen (18) credit hour requirements for the Special Education endorsement.
 - Endorsements may be added to an active Professional Certificate at any point prior to the expiration of the certificate. Additional endorsements will require a reevaluation of the certificate holder's transcripts and/or certificates of proof. All added endorsements must meet the requirements listed above.

- **Temporary Certificate Restriction**

- Since the purpose of the Temporary Certificate is to give the applicant time (3 years) to complete the minimum requirements for a Professional Certificate, FACCS requires that one complete the requirements of the Professional Certification Plan (PCP) that accompanied the Temporary Certificate and upgrade to the Professional certificate before being awarded a subsequent Temporary Certificate in a different type of level.
- One may, however, be awarded and hold more than one Temporary Certificate in differing types and levels concurrently if application for the subsequent certificate(s) is made within 90 days of the original application.

- 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 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.
- *A copy of an *Association of Christian Schools International* (ACSI) Standard, Professional, or Lifetime Certificate, active or expired, will meet the Philosophy of Christian Education requirement for FACCS.

- It may also be determined by the Office of Program Services that excessive ISPs 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. The quickest way for certification questions to be answered is to email your questions to certification@faccs.org

FACCS Professional Educator Initial Certification Requirements

Early Education Teacher Certificate				
Certificate Type	Degree	Educational Credits	Subject Area Credits	Philosophy of Christian Education
Professional	CDA (<i>Child Development Associate</i>) or its equivalent <u>or</u> FCCPC (<i>FL Child Care Professional Credential</i>) <u>or</u> Associate's degree in Early Childhood Education	None	None	Yes
Temporary	Associate's or Bachelor's degree	None	None	No

Elementary Teacher Certificate				
Certificate Type	Degree	Educational Credits*	Subject Area Credits**	Philosophy of Christian Education
Professional	Bachelor's degree	18 credits	None	Yes
Temporary	Bachelor's degree	None	None	No

Middle School or Secondary Teacher Certificate				
Certificate Type	Degree	Educational Credits	Subject Area Credits	Philosophy of Christian Education
Professional	Bachelor's degree	6 credits	18 credits	Yes
Temporary	Bachelor's degree	None	None	No

All-Level Teacher and Professional Services Certificate				
Certificate Type	Degree	Educational Credits	Subject Area Credits	Philosophy of Christian Education
Professional	Bachelor's degree	6 credits	18 credits	Yes
Temporary	Bachelor's degree	None	None	No

Administrator Certificate				
Certificate Type	Degree	Educational Credits	Administrative Credits	Philosophy of Christian Education
Professional	Master's or Doctorate degree	18 graduate level credits (may include the required 6 administrative credits)	6 graduate level administrative credits***	Yes
Temporary	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.

Approved Endorsement List

- Below is a list of approved endorsements that may be added to the following types of certificates:
 - Middle School Teacher
 - Secondary Teacher
 - All-Level Teacher
 - Administrator

- *Administrative*
 - Educational Leadership
 - Business
- *Arts*
 - General Music
 - Instrumental Music
 - Vocal Music
 - Drama/Speech
 - Art
- *Athletics*
 - Physical Education
 - Health
- *Bible*
 - Bible
- *General*
 - Humanities
 - Family and Consumer Science
 - Integrated Curriculum (Middle School only – 18 hrs. in any one (1) of the following areas: English, Math, Science, or History. Then 12 hrs. in each of the remaining three (3) areas.)
- *Language*
 - English
 - English to Speakers of Other Languages (ESOL)
 - Chinese
 - French
 - German
 - Greek
 - Hebrew
 - Italian
 - Japanese
 - Latin
 - Russian
 - Spanish
 - American Sign Language
- *Professional Services*
 - Library/Media Specialist
 - Guidance Counseling
 - School Psychologist
 - Dean (discipline)
 - Athletic Director
- *Mathematics*
 - General Mathematics
 - Advanced Mathematics
- *Science*
 - General Science
 - Biology
 - Chemistry
 - Earth-Space Science
 - Physics
- *Social Science*
 - Social Science
 - History/Geography
 - Economics
- *Specialization*
 - Reading
 - Special Education
 - Athletic Coaching (sport specific)
 - Impairment (Visual, Hearing, Speech)
- *Technology/Business*
 - Computer Technology
 - Business