

# IACCS/FACCS Professional Educator Certification Program Manual

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**iaccs**

INTERNATIONAL ASSOCIATION  
OF CHRISTIAN COLLEGES & SCHOOLS

**faccs**

FLORIDA ASSOCIATION  
OF CHRISTIAN COLLEGES & SCHOOLS

Version 3.4

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# Professional Educator Certification Program Manual

Version 3.4

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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. *See Temporary Certificate Restriction on pg. 8.*

\*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 most recent manual guidelines.

**IACCS/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; includes membership in the *FACCS Early Educator Division (FEED)*;
  - *Elementary Teacher* - one who teaches in the Kindergarten 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.
- 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

### **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 a 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 **or awarded another Temporary Certificate** 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 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. 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.
  - 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 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. 6 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 **Inservice Points (ISPs)** is the sole method for attaining renewal of a *Professional* or *Provisional (B) Certificate*. ISPs are units of professional inservice 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 *IACCS/FACCS Certification Renewal* by the following method:
    - One (1) ISP (Inservice Point) = 50 minutes of inservice instruction (1 clock hour)
    - One (1) semester college credit = 15 ISPs
  - Minimum Requirements for Certification Renewal \*\*
    - For *Professional Certificate Renewal*:
      - **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) Certificate Renewal*:
      - **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*)

**\*\*Certificate holders at Co-accredited schools must satisfy the requirements of each accrediting agency which may meet or exceed 90 inservice hours required for FACCS. This is the same with all requirements, e.g. Guidance counselors, Library/Media personnel, etc. as one agency may hold a higher accountability.**

- Schools who wish to participate in the **IACCS/FACCS Professional Educator Certification Program** are required to register annually with the **Master Inservice Program** at for ISP credit to count. Please sign-up with this program annually by July 1<sup>st</sup> to insure no lapse in service. All inservice 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 inservice 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 IACCS/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 IACCS/FACCS Approved College or university,
  - Teaching college-level courses
  - DVD, VHS, and online seminars that meet the IACCS/FACCS requirements for ISP credit,
  - On-campus, teacher in-service sessions that meet the IACCS/FACCS requirements for ISP credit.
  - Serving on accreditation teams, special boards, workshop presentations, etc.
  - Of the ninety (90) 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.

**Late Certification Renewal** is achieved when a *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 *Temporary or Provisional 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 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 *Temporary or 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 **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 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 - AdvancED**  
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 - AdvancED**  
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
    - **NCPA** (National Council for Private School Accreditation) – [www.ncpsa.org](http://www.ncpsa.org)  
At the Early Childhood, Kindergarten, or pre-college level recognition is conveyed to the "Full Member" accrediting agencies of the NCPA.
    - **NCATE** (National Council for Accreditation of Teacher Education) – [www.ncate.org](http://www.ncate.org)
    - **TRACS** (*The Transnational Association of Christian Colleges and Schools*) - [www.tracs.org](http://www.tracs.org)
    - **ABHE** (*The Association for Biblical Higher Education*) – [www.abhe.org](http://www.abhe.org)
    - **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)
    - **ACCSC** (Accrediting Commission of Career Colleges and Schools) - [www.accsc.org](http://www.accsc.org)
  - **“IACCS/FACCS Approved College”** means any college/university/seminary that is NOT does not hold accredited status with 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.
- **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](http://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.
- **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 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.
- \*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 inservice opportunities.

# IACCS/FACCS Professional Educator Initial Certification Requirements

## Early Education 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 and Professional Services 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.

# FACCS Professional Educator Certification Endorsements

Require 18 hours in subject area plus 6 hours of Educational courses

## Administrative:

- Educational Leadership
- Business

## Arts:

- General Music
- Instrumental Music
- Vocal Music
- Drama/Speech
- Art

## Athletic:

- Physical Education
- Health

## Bible:

- Bible

## General:

- Humanities
- 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)

## 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



## Professional Educator Certification or Renewal Application Checklist

Mail this application, payment, and all required documentation to the PO Box in Miramar, FL via Regular USPS or Priority Mail. If you must send it Express Mail or Certified Mail, please send to our physical address: 2873 SW 183 Ave. Miramar, FL 33029.

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

- Section One:** complete
- Section Two:** select **Initial Certification** application type.
- Section Three:** select one (1) certificate level (Teacher, Professional Services, or Administrator). If selecting a Teacher certificate, also select (1) appropriate sub-level of certificate. If selecting Middle School, Secondary, or All Level, you are also required to list the appropriate area(s) of endorsement. See manual for a list of approved endorsements. You may select more than one level or sub-level, however there is an additional \$45 Evaluation Fee for each additional level/sub-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 \$45 Evaluation Fee or pay online at [www.faccs.org](http://www.faccs.org)**

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

- Section One:** complete
- Section Two:** select the appropriate application type.
- Section Three:** select one (1) certificate level (Teacher, Professional Services, or Administrator). If selecting a Teacher certificate, also select one (1) appropriate sub-level of certificate. If selecting Middle School, Secondary, or All Level, you are also required to list the appropriate area(s) of endorsement. See manual for a list of approved endorsements. You may select more than one level or sub-level, however there is an additional \$45 Evaluation Fee for each additional level/sub-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 \$45 Evaluation Fee and any additional fees or pay online at [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 active **IACCS/FACCS Professional Educator Certification Manual** - available online at [www.iaccs.org](http://www.iaccs.org) or [www.faccs.org](http://www.faccs.org), or
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), or **Phone** - 954-517-9500



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

Phone: (954) 517-9500 ♦ Web: [iaccs.org](http://iaccs.org) or [faccs.org](http://faccs.org) ♦ E-mail: [ops@iaccs.org](mailto:ops@iaccs.org) / [ops@faccs.org](mailto: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 Inservice Program** transcripts for ISP 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: \_\_\_\_\_

Add me to the FACCS E-Update mailing list

Maiden/Previous Last 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 \$45 evaluation fee)
- Application for Certification Renewal - (check if you hold an active IACCS/FACCS Professional certificate, enclose \$45 evaluation fee)
- Application for Certification Upgrade - (check if you hold an active IACCS/FACCS Temporary certificate, enclose \$45 evaluation fee)
- Application for Additional Certification - (check if you hold an active IACCS/FACCS certificate and wish to apply for an additional Level/Sub-Level, enclose \$45 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 \$45 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 \$45 evaluation fee + \$30 reinstatement fee)
- Request for Certificate Reprint (complete Sections One and Two only, enclose \$5 processing fee)

### Section Three: CERTIFICATE LEVEL/SUB-LEVEL

Please check all levels and teacher sub-levels desired. One level (Teacher or Professional Services or Administrator) and one sub-level are included in the standard evaluation fee, add \$45 for each additional level and/or teacher sub-level.

- Teacher Certification (check sub-level below, one sub-level is included in evaluation fee, \$45 for each additional sub-level)
  - Early Education (K3-K4) Grade Teaching: (circle all applicable)    K3   K4  
(also includes individual membership in FEED - FACCS Early Educator Division)
  - Elementary (K5-6<sup>th</sup>)    Grade You Are 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 You Are Teaching: (circle all applicable)    6<sup>th</sup>   7<sup>th</sup>   8<sup>th</sup>   \*Endorsement required – enter below
  - Secondary (9<sup>th</sup>-12<sup>th</sup>)    Grade You Are Teaching: (circle all applicable)    9<sup>th</sup>   10<sup>th</sup>   11<sup>th</sup>   12<sup>th</sup>   \*Endorsement required - enter below
  - All-Level (K-12)    Subject Area Endorsement required – enter below

Teacher Subject Area Endorsement(s) \_\_\_\_\_

- Professional Services Certification (circle one)    Guidance Counselor    School Psychologist    Dean (discipline)    Athletic Director    Librarian/Media
- Administrator Certification (\*subject area endorsement optional)

\*Subject Area Endorsement(s) \_\_\_\_\_

