

FACCS Professional Educator Certification Program Manual



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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 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 the application.
 - 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.

Certification Renewal is attained when an active *Professional or Provisional 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.
 - 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.
- If the applicant holds an active **Provisional 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 *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 the application.

- Accruing ***In-service Points (ISPs)*** is the sole method for attaining renewal of a *Professional* or *Provisional (B) 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*).
 - 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*)
 - 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

