

# FACCS Professional Educator Certification Program Manual



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# Professional Educator Certification Program Manual

## Version 3.7

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# Introduction to FACCS Certification

## **The Purpose**

The *Florida Association of Christian Colleges and Schools* (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 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. There is an exception provided for teachers who are seeking employment with a FACCS school to gain certification before being hired.

## **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 (paper applications may be completed as well, but are not preferred);
- upload from our website, e-mail, 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 from our website, e-mail, 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 and 6 weeks for paper 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.

\*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, they 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.

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 Kindergarten through 6<sup>th</sup> grade at least 50% of the instructional day;
  - *Middle School Teacher* - one who teaches in 6<sup>th</sup> through 8<sup>th</sup> grade at least 50% of the instructional day – at least one subject area endorsement is required;
  - *Secondary Teacher* - one who teaches in 9<sup>th</sup> through 12<sup>th</sup> 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 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 1<sup>st</sup> 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 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 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 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 **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 - 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)
  - **“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.
- **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 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](mailto: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
<b>Professional</b>	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
<b>Temporary</b>	Associate's or Bachelor's degree	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 or Doctorate 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.