



# Certification Program Standards and Procedures

## Purpose

The Bible states that the Holy Spirit has given certain gifts to individual Christians for the purpose of ministering to the saints. Among these gifts are the gifts of administration and teaching (*Romans 12:6–8; 1 Corinthians 12:5–11, 23–31; Ephesians 4:11–16*).

The Christian school, if it is to maintain a reputation for academic excellence, must employ the services of teachers and administrators who are academically qualified to assume their teaching and administrative responsibilities. The proper professional training is a prerequisite to quality education.

Academic preparedness, as important as it is, does not take the place, nor can it be a substitute for, the spiritual requirements and responsibilities of Christian school teachers and administrators. A balance of spiritual insight, dedication and love, combined with the academic preparedness to meet the demands of the classroom, are essential ingredients for excellence in the Christian school.

The Tennessee Association of Christian Schools willingly and enthusiastically assists the local church and Christian school in evaluating the teaching credentials of teachers and administrators. In order to help Christian schools upgrade the academic credentials of those engaged in the teaching ministry, TACS offers three types of teaching certificates, as well as recognition for nongraduates and individualized instruction teachers. Teacher certification is a voluntary program designed for teachers and administrators who serve in the teaching ministry of a member TACS school.

## Teaching Certificates

1. **A Master Professional Certificate** is issued to persons who hold a M.A., M.S., M.R.E., M.E.D., or doctorate degree in education, or an appropriate subject field, and have successfully taught or administered in a Christian school for three years. If the applicant is an administrator, he must have a minimum of 24 semester hours of graduate courses in administration, or the equivalent thereof. Teacher applicants must satisfy the minimum elementary or secondary certification requirements, or the equivalent thereof, and have a minimum of 24 graduate semester hours in their undergraduate major or minor, or the equivalent thereof. The Master Professional Certificate is renewable every seven years upon the completion of six graduate semester hours in the field of the applicant's teaching or administrative endorsement areas. **(See CEU Guidelines)**
2. **A Standard Professional Certificate** is issued to persons who hold a B.A., B.S., or B.R.E. in education or an appropriate subject field. It is a five year certificate issued to elementary, secondary, and special education teachers who, through college preparation, have met the minimum educational requirements established by the Tennessee Association of Christian Schools. The Standard Professional Certificate is renewable every five years upon the completion of six graduate semester hours in the field of the applicant's teaching endorsement areas. **(See CEU Guidelines)**
3. **A Temporary Professional Certificate** is issued to administrators, elementary, secondary, and special education teachers with an earned degree who assume teaching responsibilities outside the area of the applicant's college training, or within the area of the applicant's college training but lacking the number of semester hours prescribed by the Tennessee Association of Christian Schools. The Temporary Professional Certificate can be renewed yearly provided the holder earns six semester hours applicable toward a Standard Professional Certificate before applying for renewal.
4. **A Paraprofessional Certificate** is designed to reflect the ministry of helps in schools. The Paraprofessional Certificate is for one year and may be renewed upon the presentation of proof of attendance at the annual TACS Educators' Convention and the annual TACS Regional Teachers' Clinic.

# Statement of Faith

We believe that the Bible, both the Old and New Testaments, was given by inspiration of God, and is inerrant and our only rule in matters of faith and practice. We believe in divine creation; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the incarnation, the Virgin Birth, and the Deity of our Lord and Saviour, Jesus Christ. We believe in His vicarious and substitutionary Atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and that this New Birth is through the regeneration by the Holy Spirit. We believe that salvation is by grace, through faith in the atoning blood of our Lord and Saviour, Jesus Christ.

We believe that this creed is a sufficient basis for Christian fellowship and that all born-again men and women who sincerely accept this creed should be separated from the world of apostasy and sin and should live together in peace, and that it is their Christian duty to promote harmony among the members of the Body of Christ, and also work together to get the Gospel to as many people as possible in the shortest time possible.

## Elementary Certificate Requirements

(Grades K–8)

|   |                           |
|---|---------------------------|
| <b>1. General Studies</b> .....           | <b>56 semester hours</b>  |
| a. English and Speech.....                | 8 hrs.                    |
| b. Science and Math .....                 | 6 hrs.                    |
| c. Social Studies .....                   | 6 hrs.                    |
| d. Humanities.....                        | 6 hrs.                    |
| e. Content Courses.....                   | 8 hrs.                    |
| f. Electives .....                        | 22 hrs.                   |
| <b>2. Biblical Studies</b> .....          | <b>14 semester hours*</b> |
| a. Old Testament.....                     | 3 hrs.                    |
| b. New Testament .....                    | 3 hrs.                    |
| c. Bible Doctrines.....                   | 3 hrs.                    |
| d. Electives .....                        | 5 hrs.                    |
| <b>3. Professional Studies</b> .....      | <b>22 semester hours</b>  |
| a. Christian Philosophy of Education..... | 3 hrs.                    |
| b. Test and Measurements .....            | 3 hrs.                    |
| c. Student Teaching .....                 | 6 hrs.                    |
| d. Teaching Reading .....                 | 3 hrs.                    |
| e. Curriculum.....                        | 3 hrs.                    |
| f. Method Courses.....                    | 4 hrs.                    |
| <b>4. Electives</b> .....                 | <b>27 semester hours</b>  |
| <b>5. Minimum Total</b> .....             | <b>119 semester hours</b> |

# Secondary Certificate Requirements

(Grades 7–12)

|  |                           |
|--|---------------------------|
| <b>1. General Studies</b> .....            | <b>54 semester hours</b>  |
| a. English and Speech .....                | 8 hrs.                    |
| b. Math and Science .....                  | 6 hrs.                    |
| c. Social Studies .....                    | 4 hrs.                    |
| d. Humanities .....                        | 4 hrs.                    |
| e. Electives .....                         | 32 hrs.                   |
| <b>2. Major Teaching Field</b> .....       | <b>24 semester hours</b>  |
| <b>3. Minor Teaching Field</b> .....       | <b>18 semester hours</b>  |
| <b>4. Biblical Studies</b> .....           | <b>14 semester hours*</b> |
| a. Old Testament .....                     | 3 hrs.                    |
| b. New Testament .....                     | 3 hrs.                    |
| c. Bible Doctrines .....                   | 3 hrs.                    |
| d. Electives .....                         | 5 hrs.                    |
| <b>5. Professional Studies</b> .....       | <b>19 semester hours</b>  |
| a. Christian Philosophy of Education ..... | 3 hrs.                    |
| b. Tests and Measurements .....            | 3 hrs.                    |
| c. Student Teaching .....                  | 6 hrs.                    |
| d. Curriculum .....                        | 3 hrs.                    |
| e. Methods Courses .....                   | 4 hrs.                    |
| <b>6. Minimum Total</b> .....              | <b>129 semester hours</b> |

\* College graduates with an earned degree in elementary or secondary education and at least one year of satisfactory teaching experience in a Christian school can satisfy the fourteen hours of Biblical Studies by obtaining college credit (3 hours) in Bible Doctrines.

## Directions for Applying for an Administrator or a Teacher Certificate

1. The Tennessee Association of Christian Schools has three types of teaching certificates (Master Professional, Standard Professional, and Temporary Professional) that denote different levels of professional training. The Paraprofessional Certificates recognizes persons who are working toward a teaching certificate. The type of certificates issued will be determined by the applicant's college credit hours, degree earned, and the number of years in the Christian school ministry.
2. Only persons employed by a Tennessee Association of Christian School member school are eligible for an administration, teaching, or paraprofessional certificate. The applicant must also subscribe to the Tennessee Association of Christian Schools' Statement of Faith (see page two).
3. A Christian school that is a member of the Tennessee Association of Christian Schools, except as noted in number nine listed below, must recommend the applicant.
4. A certification fee of \$35 must accompany each certificate application.
5. An official transcript must accompany the application. The submission of an official transcript is the applicant's responsibility.
6. A certificate is valid until the expiration date noted on the certificate. The certificate remains valid if a teacher or administrator transfers to a Christian school that is a member of the Tennessee Association of Christian Schools.

7. The renewal of a teaching or administration certificate requires the submission of:
  - a. a completed application.
  - b. an official transcript showing the college courses completed after the issuance of the applicant's most recent Tennessee Association of Christian Schools' certificate.
  - c. a recertification fee of **\$35**.
8. A certificate may be revoked at any time if the holder is found guilty of violating Christian standards of conduct or professional ethics. In such cases the person charged of the violation shall be notified of the charges and given an opportunity to defend himself, after which the decision of the Tennessee Association of Christian Schools Executive Officers shall be final.
9. College seniors with an education major in a Tennessee Association of Christian Schools approved college may be certified prior to graduation provided steps one to eight are fulfilled. (The Chairman of the Education Department must recommend the applicant for certification.)
10. Quarter hours are converted to semester hours by dividing quarter hours by 1.5.
11. A teacher or administrator may teach one course outside his/her area(s) of endorsement.
12. A Temporary Professional Certificate can be renewed a maximum of five times.
13. Student teaching will be waived in lieu of three years of prior teaching experience.
14. Continuing Education Unit (CEU) Guidelines:
  - A. A Continuing Education Unit is defined as 15 contact hours (points) of participation in an organized Continuing Education experience approved by the Association.
    - A contact hour is a typical 50 minute classroom instructional session or its equivalent.
    - Continuing Education Units are commonly offered for attendance at seminars and conventions sponsored by universities, state and regional teachers' conventions, or other educational organizations.
    - Fifteen contact hours (points) are required for one CEU.
    - Since three semester hours normally consist of 45 hours of classroom instruction (15 contact hours equal one CEU); three semester hours equal 45 contact hours; 45 contact hours equal three CEUs.
    - The certification requirement for *Bible Doctrines* and *Christian Philosophy of Education* can be satisfied by completing two Continuing Education Units (30 contact hours) for each course requirement. These requirements can be satisfied through Training Teachers Online. To complete these requirements, go to [www.trainingteachersonline.com](http://www.trainingteachersonline.com).
    - A participant receives one contact hour for 50 to 60 minutes of instructional time; the leader or presenter of the session (if it is a new presentation) receives three contact hours.
  - B. Continuing Education Units may be used to partially or completely satisfy the requirements for the renewal of a five-year Standard Professional Certificate or a seven-year Master Professional Certificate.
    - A Master Professional Certificate issued on the basis of an earned doctor's degree in an approved program is renewable upon the presentation of evidence of five years teaching and/or administrative experience within the seven-year period. In the absence of five years experience, six semester hours, or 90 contact hours (six CEUs), or three semester hours and 45 contact hours (three CEUs) must have been earned for renewal.
    - A Master Professional Certificate issued on the basis of an earned master's degree in an approved program is renewable upon the presentation of evidence of five years teaching and/or administrative experience within the seven-year period and 90 contact hours (six CEUs) or six semester hours.
    - A Standard Professional Certificate issued on the basis of a Bachelor's Degree earned in an approved program is renewable upon the presentation of evidence of six semester hours, or 90 contact hours (six CEUs), or three semester hours and 45 contact hours (three CEUs).
  - C. Continuing Education Units *cannot* be a part of the teacher's in-service days and *cannot* be conducted during a day or hours for which teachers are already being paid. [**Exception:** TACS State Educators' Convention and Regional Teachers' Clinic].
    - No in-service training hours are accepted as CEU contact hours.

- D. *Continuing Education Unit Attendance Forms* must be completed and signed or initialed by the applicant and the school's principal. The documentation must be kept on file by the principal and available for an audit by TACS. An abbreviated form of completed CEUs must accompany a renewal application. This form is available upon request from TACS; it will be kept on file in the TACS office; it will verify contact hours and will be signed by the principal.
- E. Applicable CEU contact hours must have been earned after the last issue (or renewal) date of the issued certificate.
- F. The same activity conducted more than one time can be counted only *one* time; however, one activity might be used to develop some new activity(ies). Each new activity so developed can be counted *one* time. For example, information obtained from attending a workshop could be used in planning for the implementation of new classroom teaching strategies and/or a workshop/presentation for other teachers. Attendance at the workshop, time spent in planning for and assessment of the new teaching strategies, and the presentation/workshop could be counted as three separate activities. (The time spent in implementing the new strategies during the school day *cannot* be counted.)
- G. A total of 90 CEU contact hours (six CEUs) can be earned. Activities must clearly relate to K–12 education and may be conducted by the educator in the capacity of a leader/presenter or participant at the state, regional, or district level.
- H. If CEU contact hours are earned during a period when a teacher is not in employment of a school, the teacher must submit no more than two pages of documentation per activity with the renewal application.
- I. All renewal course work must be recorded on an official transcript.

## Kind of Certificate

1. **Master Professional**—Seven-year administrator or teacher certificate issued to administrators, elementary, secondary, and special education teachers who through college preparation have met the minimum educational requirements established by the Tennessee Association of Christian Schools. The Master Professional Certificate is renewable every seven years upon the completion of the prescribed number of college credit hours set forth by the Tennessee Association of Christian Schools.
2. **Standard Professional**—Five-year teaching certificate issued to elementary, secondary, and special education teachers who through college preparation have met the minimum educational requirements established by the Tennessee Association of Christian Schools. The Standard Professional Certificate is renewable every five years upon the completion of the prescribed number of college credit hours set forth by the Tennessee Association of Christian Schools.
3. **Temporary Professional**—One-year teaching certificate issued to administrators and teachers with teaching responsibilities outside the area of the applicant's college academic training, or within the area of the applicant's college training but lacking in the number of semester hours prescribed by the Tennessee Association of Christian Schools. The Temporary Professional Certificate can be renewed yearly provided the holder earns six semester hours of college credit toward a Standard Professional Certificate before applying for renewal.
4. **Paraprofessional**—One-year teaching certificate is designed to reflect the ministry of helps in schools. The Paraprofessional Certificate can be renewed upon the presentation of proof of attendance at the annual TACS Educators' Convention and the annual TACS Regional Teachers' Clinic.

## Type of Certificate

- |                    |                       |                          |
|--------------------|-----------------------|--------------------------|
| 10. Administration | 20. Elementary        | 30. Elementary-Secondary |
| 40. Secondary      | 50. Special Education | 60. Early Childhood      |

## CLASS OF CERTIFICATE (Teaching Areas)

|                                  |                               |                                |
|----------------------------------|-------------------------------|--------------------------------|
| 110. K–12 Principal              | 232. Geometry                 | 270. Business Education        |
| 120. Secondary Principal         | 233. Trigonometry             | 271. Accounting                |
| 125. Secondary Supervisor        | 234. Calculus                 | 275. Secretarial               |
| 130. Elementary Principal        | 235. Computers                | 278. Business Administration   |
| 135. Elementary Supervisor       | 236. Computer Design          | 279. Typing/Keyboarding        |
| 140. Assistant Principal         | 240. Science                  | 280. Home Economics            |
| 150. Counselor                   | 241. Chemistry                | 290. Spanish                   |
| 160. Librarian                   | 242. Physics                  | 292. French                    |
| 170. Nurse                       | 243. Biology                  | 293. Latin                     |
| 180. Elementary                  | 244. General Science          | 300. Industrial Arts           |
| 190. Health & Physical Education | 245. Earth Science            | 310. Auto Mechanics            |
| 191. Health                      | 246. General Physical Science | 320. Driver & Safety Education |
| 200. Art                         | 247. Anatomy/Physiology       | 330. Early Childhood Education |
| 210. Music                       | 250. Social Studies           | 340. Special Education (NILD)  |
| 212. Vocal                       | 251. American History         | 341. Learning Disabilities     |
| 214. Band                        | 252. Government               | 350. Reading Specialist        |
| 220. Language Arts               | 253. Economics                | 351. Expressways to Learning   |
| 225. English                     | 254. World History            | 370. Psychology                |
| 226. Theater Arts                | 255. Bible History            | 380. Sociology                 |
| 227. Journalism                  | 256. Geography                | 390. Family Living             |
| 228. Speech                      | 257. Tennessee History        | 400. Electronics               |
| 229. Study Skills                | 258. Political Science        | 410. Architectural Drawing     |
| 230. Mathematics                 | 259. Art History              |                                |
| 231. Algebra                     | 260. Bible                    |                                |

### Degree Code

|                                    |                                    |                         |
|------------------------------------|------------------------------------|-------------------------|
| I. Bachelor of Religious Education | III. Master of Religious Education | V. Education Specialist |
| II. Bachelor Degree                | IV. Master Degree                  | VI. Doctorate Degree    |

### College Code

|  |   |
|--|---|
| A. Tennessee Temple University                 | J. Piedmont Baptist College                     |
| B. Bob Jones University                        | K. Clearwater Christian College                 |
| C. Pensacola Christian College                 | L. Tennessee Public Universities & Colleges     |
| D. Hyles-Anderson College                      | M. Out-of-state Public Universities & Colleges  |
| E. Baptist Bible College (Missouri)            | N. Other Church-Related Universities & Colleges |
| F. Maranatha Baptist Bible College (Wisconsin) | O. Welch College                                |
| G. Pillsbury Baptist Bible College             | P. Liberty University                           |
| H. Cedarville University                       | Q. Northland Baptist Bible College              |
| I. West Coast Baptist Bible College            | R. Crown College                                |