



Adventist Education
A JOURNEY TO EXCELLENCE

K-12 Educators' CERTIFICATION MANUAL

NORTH AMERICAN DIVISION

NAD EDUCATION LEADERS HANDBOOK SERIES

All requirements within this document
are mandatory for certification or
recertification beginning July 1, 2016
(unless otherwise noted)

PACIFIC UNION CONFERENCE OFFICE OF EDUCATION

The following are "Addendums" to the *North American Division K-12 Educators' Certification Manual* for 2016.

ADDENDUM - #1 (1/1985)

1. Pacific Union Conference Policy

Effective January 1, 1985, all teachers applying for a Basic, Standard, Professional or Administrator Certificate will be required to have successfully passed the CBEST examination or equivalent. The CBEST examination or equivalent need only be passed once.

ADDENDUM - #2 (6/11/1986; Updated 3/2010)

1. General Mathematics Endorsement

A "General Mathematics Endorsement" will require a minimum of three quarter hours. This endorsement will be for those teachers who are teaching Basic Mathematics, Mathematics-Life Skills or Calculator Mathematics.

2. General Mathematics [Pre-Algebra] Endorsement

A "General Mathematics [Pre-Algebra] Endorsement" will require a minimum of six quarter hours in mathematics. This endorsement is valid only for those persons teaching a pre-algebra course.

ADDENDUM - #3 (1/1/1991; Updated 2/2006)

The following provisions relate to CBEST as a certification requirement.

1. Successful completion of the CBEST is a requirement for initial issuance of a Basic Certificate to a teacher employed in a California Conference.
2. Successful completion of CBEST is a requirement for upgrading or reinstatement of a certificate.
3. A teacher who transfers to the Pacific Union Conference who has a valid certificate issued by another union conference will not be required to pass CBEST to retain or renew the certificate.
4. A waiver of the CBEST requirement will be granted for the Basic, Standard, *Professional or Administrator* Certificates.
5. If, after attempting the CBEST the first time, any section is not passed, the waiver process should be initiated. This is necessary because the basic goal is to pass the CBEST, and the tutorial and study courses will aid in studying for future attempts.
6. Waiver Procedures:
 - a. Complete CBEST study course for each section not passed. The conference superintendents will verify successful completion. [See Guidelines for Tutorial Sources #1.]
 - b. Attempt CBEST the second time.
 - c. If not passed CHOOSE EITHER
 - (1) Successful completion of the credit courses approved by the Pacific Union Conference Office of Education, with a minimum grade of "C". Three quarter hours will be required for each area of the test not passed.
 - OR
 - (2) Successful completion of workshop(s) or tutorial program(s) approved by the Pacific Union Conference Office of Education. Forty (40) clock hours will be required for each area of the test not passed. [See Guidelines for Tutorial Sources #2, #3, and #4.]
 - d. If, after three attempts, one or more selections are still not passed, a waiver will be granted subject to verification of the completion of the study courses as outlined in 6a and tutorial or credit course work as outlined in 6c.

NOTE: The complete test or any section(s) not passed must be taken three times before the waiver request will be considered. All expenses for any tutorial, computer programs, or other course work related to the passage of the CBEST are the responsibility of the individual teacher.

GUIDELINES FOR TUTORIAL SOURCES

1. CBEST COURSE [Successful completion must be verified by the Superintendent of Schools.]

Cliffs CBEST PREPARATION GUIDE-California Basic Educational Skills Test
Publisher: Cliffs Notes, Nebraska
2. Math Tutorials [Successful completion must be verified by the Superintendent of Schools.]

Tutorial mathematics course for CBEST from a local college.
3. Reading Tutorials [Successful completion must be verified by the Superintendent of Schools]

Tutorial reading course for CBEST from a local college
4. Additional sources for Tutorials

Contact local public county office of education and/or local community college.

ADDENDUM - #4 (4/1994; Updated 8/2007; Updated 11/2013; 4/2016)

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CONTINUING EDUCATION CREDIT CRITERIA AND GUIDELINES Effective 9-1-2016

The following criteria and guidelines apply to Continuing Education Units (CEUs) for participation in professional activities by education personnel in the Pacific Union Conference. Formula: 1 CEU= 10 clock hours; 2 CEU=20 clock hours; 1 quarter academic credit = 2 CEUs (20 clock hours).

1. Twenty (20) clock hours will equal one quarter hour of non-academic Continuing Education Units.
2. Satisfactory involvement in professional activities shall be verified by the conference office of education on the approved form.
3. The report of involvement in professional activities is to be submitted to the conference office of education annually on the approved form. In special circumstances, an activity for which CEU credit is desired may be granted for the previous school year.
4. Continuing Education Units are **not** applicable for the renewal of the Conditional or Basic Certificates.
5. Continuing Education Units may be applied to renewal of the Standard, Professional and Administrator Certificates as follows:
 - a. Renewal of the Standard Certificate–Renewal of the Standard Certificate requires fourteen (14) quarter hours which a minimum of six (6) quarter hours of academic credit must be earned in an accredited institution.
 - b. Renewal of the Professional Certificate–Renewal of the Professional Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
 - c. Renewal of the Administrator Certificate–Renewal of the Administrator Certificate requires nine (9) quarter hours which may be earned by either academic credits or approved Continuing Education Units.
6. Professional activities submitted for credit are to contribute directly to the professional growth and enhance the employee's professional skills or expertise. These include but are not necessarily limited to the following:
 - a. Professional Growth Reading Certificate – Twenty-five (25) CEUs of professional activity credit. **No partial credit allowed.**
 - b. Education tours. Prior approval must be received for a tour for which Continuing Education Credit is desired. Twenty (20) clock hours or one quarter hour per week with a maximum of six (6) quarter hours per five years will be granted.
 - c. Professional reading, viewing video tapes and/or listening to audio tapes. A total of two (2) quarter hours may be granted per year subject to the following:
 - (1) Prior approval for the activity shall be received from the superintendent of schools or designee.
 - (2) The content of the activity must be based on current educational related topics of research in education.
 - d. School-sponsored in-service activities or special programs under the auspices of the principal.
 - e. Union and/or local conference sponsored activities. The designed number of hours allowed for the activity will be designated by the sponsoring organization.*
7. Supervision of student teachers (up to 100 clock hours of credit per renewal).
 - a. Classroom teachers who supervise one (1) or more methods students may be granted 20 clock hours of credit for each quarter that they supervise.
 - b. Classroom teachers who supervise a student teacher may be granted 40 clock hours of credit per quarter.
 - c. Classroom teachers who supervise a student for pre-week observations may be granted 20 clock hours per week.
 - d. The above credits shall be limited to a total of 100 clock hours of credit per certificate renewal.
8. Approved miscellaneous activities. [Clock hours are approved by the conference office of education personnel.]
 - a. Teaching higher education courses. Equivalent hours granted in clock hours.
[Example: Two quarter hour course would be 40 clock hours.]
 - b. Conference and/or union approved committees, i.e. Board of Education, Executive Committee.
 - c. Conference mentor teacher program.
 - d. Submission of articles for CIRCLE, etc.
 - e. College/University publication workshop.
9. The following do not qualify for Continuing Education Credit:
 - a. Classes, workshops and/or seminars of which academic credit is received.
 - b. Any activities which arise out of the normal course of a person's duties, i.e., sponsorship on school tours.
 - c. Membership on a school planning, school standing or ad hoc committees.

*Union Curriculum Committee - 10 clock hours; Union Fall and Spring Education Councils - 14 clock hours each (7clock hours per day of attendance).

*School Evaluations: Elementary/Junior Academy (one day visit team member) – 10 clock hours
Elementary/Junior Academy (two day visit team member) – 20 clock hours
Elementary/Junior Academy Visiting Committee Chair – 30 clock hours (2 day visit)

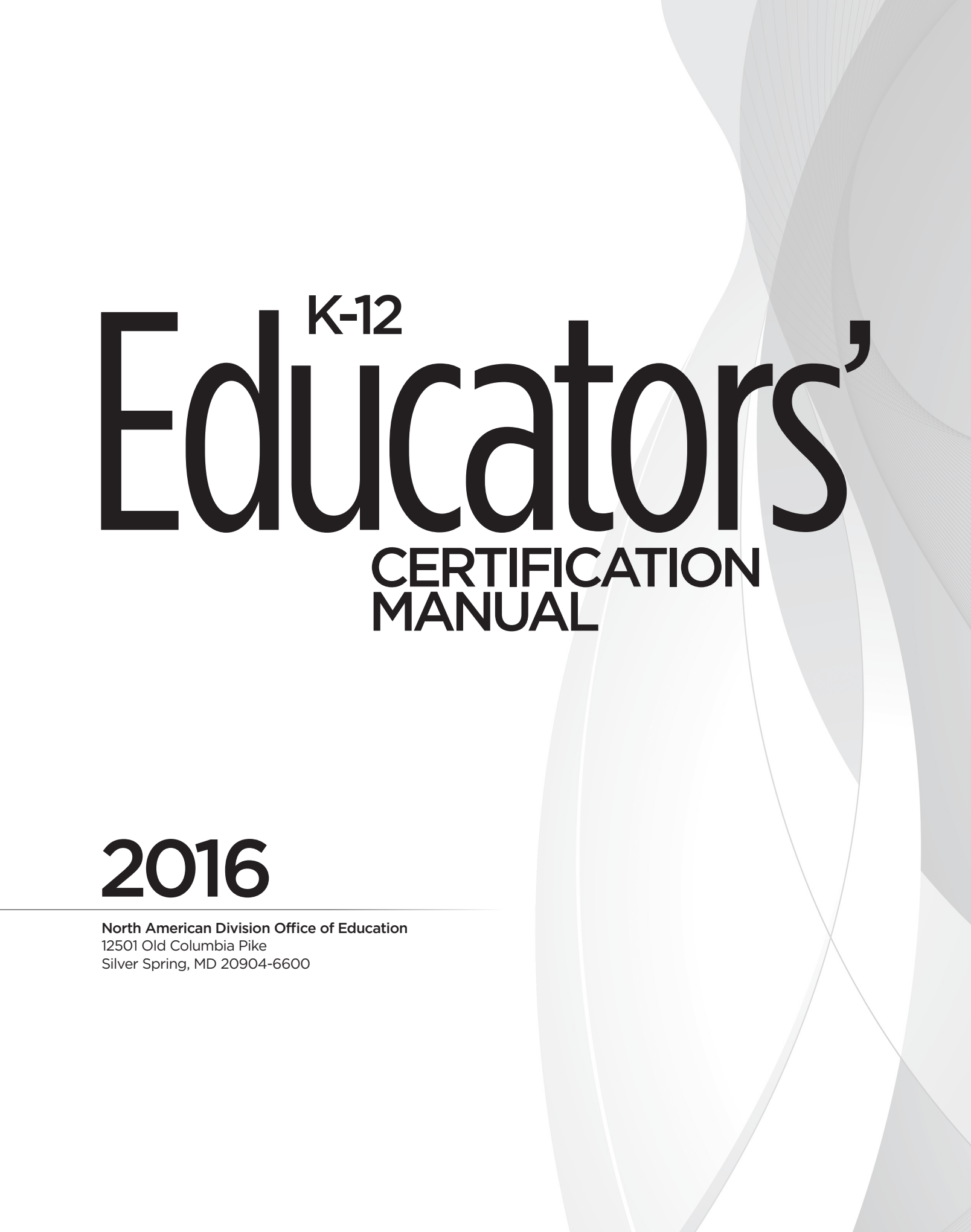
K-12, K-10 or 9-12 (WASC School Self-study coordinating Committee chairs) – 30 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 40 clock hours (4 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 20 clock hours (2 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Team Member) – 10 clock hours (1 day visit)
K-12, K-10 or 9-12 (WASC Visiting Committee Chair) – 90 clock hours (4 day visit)

Revised 4/2016

PACIFIC UNION CONFERENCE
Subsumption List
October 2011

<i>Agriculture</i>	Subsumed are: Agriculture management, animal science, conservation, forestry, horticulture, landscaping, and plant science.
<i>Art</i>	Subsumed are: Art appreciation, art history, arts and crafts, art theory, calligraphy, cartooning, ceramics, commercial art, costume design, crafts, design, drawing, illustration, interior decoration, jewelry, leathermaking, painting, photography, sculpture, stagecraft and yearbook.
<i>Business</i>	Subsumed are: Accounting, business communications, business English, business mathematics, business managements, business marketing, computer concepts and applications, consumer education, data processing, economics, general office occupations, keyboarding, marketing, shorthand, typewriting, and word processing.
<i>Consumer Related Science</i>	Subsumed are: Child development, clothing, consumer education, family life, foods, family economics, housing, human development, interior design, nutrition, parenting, personal grooming, and textiles.
<i>Driver and Traffic Safety Education</i>	Subsumed are: Driver education, driver training, and safety education.
<i>English</i>	Subsumed are: Composition, creative writing, debate, drama, forensics, grammar, humanities, journalism, language arts, language structure, literature, poetry, public speaking, speech, theater arts, and yearbook.
<i>Foreign Languages</i>	Subsumed are: Chinese, French, German, Russian and Spanish.
<i>Health</i>	Subsumed are: Child development, family life, human sexuality, nutrition, sexually transmitted disease education, and substance, abuse.
<i>History</i>	Subsumed are: American government, anthropology, contemporary issues, current events, cultural studies, economics, ethnic studies, geography, government, history, international government, law, politics, psychology, United States history, and world history.

<i>Industrial Technology</i>	Subsumed are: Automotive mechanics, carpentry, computer technology, construction, drafting, electricity, electronics, industrial crafts, industrial design, metals, photography, plastics, radio and television, technical science/power mechanics, welding, and woods.
<i>Mathematics</i>	Subsumed are: Algebra, basic or general mathematics, calculus, computer science, consumer mathematics, geometry, mathematical analysis, statistics and probability, and trigonometry.
<i>Music</i>	Subsumed are: Instrumental music, music appreciation, music theory, and vocal music.
<i>Physical Education</i>	Subsumed are: Aquatics, dance, fundamental and creative movement, gymnastics, health education, interscholastic sports, motor development or learning, physical conditioning, sports, and weightlifting.
<i>Religion</i>	Subsumed are: Ancient Hebrew history, Bible, church history, philosophy, Spirit of Prophecy, vocational, and career guidance.
<i>Science – Biology</i>	Subsumed are: Anatomy, biology, botany, ecology, environmental science, evolution, genetics, health education, oceanography, physiology, and zoology.
<i>Science – Chemistry</i>	Subsumed are: Chemical reactions, qualitative analysis, quantitative analysis, and structure and stability.
<i>Science – Geoscience</i>	Subsumed are: Astronomy, cosmology, earth science, geology, oceanography, and paleontology.
<i>Science – Physics</i>	Subsumed are: Energy, mechanics, and thermodynamics. [The areas listed under Geoscience are usually listed under Physics as well.]



K-12 Educators'

CERTIFICATION MANUAL

2016

North American Division Office of Education
12501 Old Columbia Pike
Silver Spring, MD 20904-6600

Dear Educator,

You have chosen the “nicest work known to man.” That is how Ellen White described the ministry of teaching. You have the opportunity to teach and inspire students every day. You will lead them in developing a mature faith and principles for Christian living. You will guide them in learning and academic achievement. You will move their hearts and minds upward! Thank you for choosing this special profession in a Seventh-day Adventist school.

Every Adventist educator is expected to earn and maintain certification. It is evidence that you have prepared yourself to do this special work. Certification indicates that you are a professional educator. It identifies you as one to whom families can entrust their children and youth for a Seventh-day Adventist Christian education. Certification demonstrates that you take responsibility to meet this trust with continual professional growth in knowledge, skills, and a deepening relationship with Jesus.

This manual provides you with the procedures for acquiring and maintaining Seventh-day Adventist teaching and administrative certification. Beyond the information contained here you may also contact your local conference office of education and/or the certification registrar at each union conference office of education to learn more about the certification. This manual and certain individual information for each teacher who has been issued a certificate is available online. Find the links at www.adventisteducation.org or your union conference office of education website.

Thank you for maintaining the current status of your certification as a career priority. May you find fulfillment each day as you teach and leading your students in an ongoing journey to excellence.

— *North American Division Office of Education*

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GENERAL INFORMATION

“**N**ow these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers.”

— EPHESIANS 4:11 NLT

GENERAL INFORMATION

1.1 INTRODUCTION

Seventh-day Adventist educators' certification is granted to individuals based on the achievement of established personal, academic, and professional qualifications to practice the profession of instructing children and youth in a Seventh-day Adventist school. Holding a certificate does not imply imminent employment, but is one criteria that potential employers use in determining suitability for employment.

Qualifying for the appropriate certificate and maintaining it through continued professional preparation and growth is the responsibility of each professional educator.

1.2 CERTIFICATION PROVISIONS

- 1.2.1 The North American Division K-12 Board of Education establishes certification requirements for educational personnel.
- 1.2.2 Implementing certification policies is the responsibility of the North American Division Office of Education. It delegates to the union conference offices of education the authority to issue certificates in its behalf to educational personnel who meet the requirements. All teaching certificates are issued through union conference offices of education. The union director of education serves as certification officer for each union, and the union certification registrar maintains teacher records, processes transcripts, and issues appropriate certificates.
- 1.2.3 In the North American Division (NAD), reciprocity of certification exists among the union conference offices of education. Current teaching certificates issued by a union conference are accepted in other union conferences. Renewal, however, is the function of the union where the teacher is currently employed. Although a teaching certificate issued by another union may have been accepted at the time of employment, the union in which a teacher is currently employed may require the candidate to remove any deficiencies and/or meet any special union requirements before the certificate, other than the Basic Teaching Certificate, will be renewed or upgraded.
- 1.2.4 Each union conference shall appoint a Certification Review Committee to study and resolve problems pertaining to certification of individual teachers. The Certification Review Committee will forward to the North American Division Office of Education a copy of its minutes. Matters needing further clarification shall be forwarded by the Certification Review Committee to the North American Division Office of Education for counsel. Final disposition of each case is to be made by the union Certification Review Committee.
- 1.2.5 Seventh-day Adventist colleges/universities, accredited by the Adventist Accrediting Association (AAA), may request the North American Division Office

of Education to endorse their teacher education programs. Colleges/universities receiving program endorsement may issue Verification of Eligibility Certificates for the Basic Teaching Certificate to students who complete the endorsed teacher education programs. These certificates will be honored by the nine union conference offices of education within the North American Division.

- 1.2.6 The teacher is responsible for securing appropriate teaching certification for the current level of teaching and for following procedures as outlined in this manual to keep certification current.
- 1.2.7 All academic credits used for qualifying for certification, for endorsements, and for renewing certification shall be received from colleges or universities which are accredited by either AAA or a regional accreditation association.

1.3 APPLICATION PROCEDURES

- 1.3.1 The office of education in the union conference where an applicant is seeking certification and employment must receive the following:
 - a. An application or letter of request for certification review.
 - b. An official copy of the applicant's undergraduate and graduate transcript sent directly to the union conference office of education from the college/university office of records. Unofficial transcripts and student copies of transcripts are unacceptable for certification purpose. Authenticated electronic transcripts may be accepted.
 - c. A Verification of Eligibility Certificate sent by the Adventist college/university from which the applicant has completed an NAD-endorsed teacher education program.
- 1.3.2 A graduate from a college/university without an NAD-endorsed teacher education program, as well as students who do not meet the requirements of the institution's approved program, are to apply for certification based on the requirements outlined in the *North American Division K-12 Educators' Certification Manual* (see Section 2.1.2.b and 2.1.3).

1.4 GENERAL ELIGIBILITY REQUIREMENTS

- 1.4.1 Church Membership

An applicant for a denominational teaching certificate must be a member of the Seventh-day Adventist Church. Church membership is to be verified by the employing organization.

GENERAL INFORMATION

1.4.2 Conduct Requirements

A teaching certificate will not be issued to any person who has been convicted of a felony or who has exhibited unethical or immoral conduct that would put children at risk. A certificate may be revoked or suspended for any reason that is cause for not granting the same (see Section 4.10).

1.4.3 Degree Requirements

An applicant for a certificate, except the Designated Subjects/Services Certificate, must hold a minimum of a baccalaureate degree from a college or university accredited by AAA or a regional accreditation association.

1.4.4 Scholarship

Grades below C- are not acceptable in the following:

- a. Academic majors or minors, including elementary or early childhood education majors.
- b. Professional education courses.
- c. Content area endorsements.
- d. Required religion courses (see Section 2.1.2.b).
- e. Course work in health principles as based on the Bible and writings of Ellen G. White.

1.5 INTEGRATION OF EDUCATIONAL TECHNOLOGY

Integration of educational technology into the classroom is a tool for teaching and learning rather than the focus of teaching and learning. It is not merely a set of technical skills or competencies but is a constantly growing set of instructional strategies built upon learning principles. Educators must complete one academic course that includes the concepts and the practice of integrating technology into the classroom and is designed to produce a positive impact on student learning in the classroom.

DENOMINATIONAL TEACHING CERTIFICATES

“**I**f your gift is serving others, serve them well. If you are a teacher, teach well.”

— ROMANS 12:7 NLT

DENOMINATIONAL TEACHING CERTIFICATES

The following certificates are available: (a) Basic Teaching Certificate; (b) Standard Teaching Certificate; (c) Professional Teaching Certificate; (d) Administrator Certificate; (e) Designated Subjects/Services Certificate; and (f) Conditional Teaching Certificate.

2.1 BASIC TEACHING CERTIFICATE

2.1.1 Introduction

The Basic Teaching Certificate is the initial certificate issued to applicants who meet the criteria cited below. A Basic Teaching Certificate is valid for three years of teaching within a five-year period from the date the Verification of Eligibility Certificate was issued and/or when the certification requirements were met.

2.1.2 General Requirements

The Basic Teaching Certificate may be issued to an applicant who has completed an NAD-approved program or the requirements of the credit-based program (see Section 2.1.2.b).

a. Approved Program

- Has been issued a Verification of Eligibility Certificate (see Section 1.2.5).
- Meets initial General Eligibility Requirements (see Section 1.4).

b. Credit-Based Program

- Meets General Eligibility Requirements (see Section 1.4).
- Has completed twelve semester/sixteen quarter credits of religion courses taken in a Seventh-day Adventist college/university covering the following areas:
 - Spirit of Prophecy.
 - Seventh-day Adventist Church history.
 - Seventh-day Adventist doctrines.
 - Biblical content studies. (After a minimum of one biblical content course has been completed, other courses in religion relevant to the teacher education program may be taken.)

DENOMINATIONAL TEACHING CERTIFICATES

- Has completed course work in health principles as found in the Bible and the writings of Ellen G. White.
- Has completed twenty semester/thirty quarter hours by taking courses in education, which may include methods courses. Twelve semester/ eighteen quarter of the required courses taken in education must be taken within the five-year period prior to the date the Basic Teaching Certificate is issued. Required areas shall include:
 - Principles and philosophy of Seventh-day Adventist education as based on the Bible and the writings of Ellen G. White.
 - Developmental and educational psychology.
 - Educational assessment.
 - Exceptional child in the classroom.
 - Integration of educational technology in the classroom (see Section 1.5).
 - Student teaching as prescribed by the college/university in which the teacher education program was completed. (If the student teaching is not done in a Seventh-day Adventist school, structured experiences in a Seventh-day Adventist school are required elsewhere in the program.)
- c. An applicant must qualify for an elementary or a secondary content area endorsement in addition to fulfilling the general requirements for the Basic Teaching Certificate.
- d. Additional regular or specialty endorsements may be obtained at any time, if the applicant has a current teaching certificate and the requirements for the endorsement are met (see Sections 3.1 and 3.2).

2.1.3 Renewal of the Basic Teaching Certificate

The Basic Teaching Certificate shall be valid for three years of teaching within five years from the date when the Verification of Eligibility Certificate was issued or the certification requirements for the Basic Teaching Certificate were met. If the teacher has not completed three years of teaching experience at the end of the initial three-year period, he/she may apply for renewal of the Basic Certificate for the remaining one or two years without taking additional course work.

2.1.4 Reinstatement of the Basic Teaching Certificate

- a. If a teacher has not completed three years of teaching within five years from the date when the Verification of Eligibility Certificate was issued

DENOMINATIONAL TEACHING CERTIFICATES

or the certification requirements for the Basic Teaching Certificate were met, the certificate may be reinstated by meeting the following requirements:

TIME LAPSE	REQUIREMENTS
Six to eight years	Six semester/nine quarter hours of courses in professional education or in area(s) of endorsement.
Nine or more years	Eight semester/twelve quarter hours of courses in professional education or in area(s) of endorsement.

- b. Academic credits submitted for reinstatement of the Basic Teaching Certificate must be completed in the five-year period immediately prior to reinstatement of the certificate. Two semester/three quarter hours may apply toward the six semester/nine quarter hours needed to obtain the Standard Teaching Certificate.
- c. If a teacher has three years or more of teaching experience, a Basic Teaching Certificate cannot be reinstated. The teacher must qualify for a Standard Teaching Certificate.

2.2 STANDARD TEACHING CERTIFICATE

2.2.1 General Requirements

The Standard Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements (see Section 1.4).
- b. Has met the requirements for a Basic Teaching Certificate (see Section 2.1).
- c. Has completed, with appropriate documentation, a minimum of three years of full-time teaching, its equivalent, or has completed a minimum of five years of half-time teaching in a K-12 classroom.
- d. Has completed six semester/nine quarter hours of professional education courses or courses in area(s) of endorsement(s) beyond the requirements of the Basic Teaching Certificate.
- e. Submits official transcripts of academic credit earned.

DENOMINATIONAL TEACHING CERTIFICATES

2.2.2 Endorsements

- a. The endorsements of the Basic Teaching Certificate will be transferred to the Standard Teaching Certificate.
- b. Additional regular or specialty endorsements may be obtained at any time if the applicant has a current teaching certificate and the requirements for endorsements are met (see Sections 3.1 and 3.2).

2.2.3 Renewal of the Standard Teaching Certificate (In effect September 1, 2016)

- a. The Standard Teaching Certificate shall be valid for five years. The certificate may be renewed by meeting the following requirements:
 - A total of ten semester/fifteen quarter credits of post-baccalaureate/graduate academic credit and Continuing Education Units (CEU). Of these total credits, a minimum of four semester/six quarter credits must be academic credit earned in an accredited institution.
 - Specific requirements established by the union conference in which the educator is currently employed at the time of renewal.
- b. Special provision for renewal of the Standard Teaching Certificate with an elementary endorsement.
 - If the candidate has not previously done so, courses in at least two of the following areas must be successfully completed:
 - Fine arts methods.
 - Physical education methods.
 - Children's literature.
- c. If the candidate has been issued a certificate, with an elementary endorsement, under the Alternative Certification Criteria (see Section 5), the candidate is required to complete an elementary religion methods course, or pass a challenge exam as offered by an accredited Seventh-day Adventist college or university.
- d. Special provision for the renewal of the Standard Teaching Certificate with secondary endorsement:
 - If the candidate has not previously done so, courses in at least one of the following areas must be successfully completed:
 - Education of the exceptional student.
 - Multicultural education.

DENOMINATIONAL TEACHING CERTIFICATES

- Learning theory/style.
 - Reading in the content area.
 - e. All course work or Continuing Education Units (CEU) for renewal of the Standard Teaching Certificate must be completed during the five years that the current Standard Teaching Certificate is valid except as provided for in 4.3.2.
- 2.2.4 Reinstatement of an Expired Standard Teaching Certificate (In effect September 1, 2016)

When a teacher applies for reinstatement of a Standard Teaching Certificate that expired two or more years prior to the time of application, the following criteria must be met:

- a. Current requirements for the Standard Teaching Certificate.
- b. Ten semester/fifteen quarter credits of upper-division, post-baccalaureate, or graduate credit in professional education, or courses in area(s) of endorsement.
- c. All work submitted for reinstatement of the Standard Teaching Certificate must be taken in the five-year period immediately prior to reinstatement of the certificate.

2.3 PROFESSIONAL TEACHING CERTIFICATE

(In effect September 1, 2016)

2.3.1 General Requirements

The Professional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements (see Section 1.4).
- b. Qualifies for a Standard Teaching Certificate (see Section 2.2).
- c. Meets one of the following requirements:
 - Holds a master's degree. Teachers with a master's degree can move directly from a Basic to a Professional certificate as soon as they complete the required three years of teaching, provided that the master's degree credits were completed within the 5 years prior to the upgrade. If the master's degree was completed more than 5 years previous, an additional 6 semester/9 quarter hours of academic coursework is required as outline in 2.1.4.
 - Has completed a state/provincially prescribed fifth-year program for teachers.

DENOMINATIONAL TEACHING CERTIFICATES

- Has earned forty semester/sixty quarter hours of upper-division, post-baccalaureate, or graduate credit. Thirty semester/forty-five quarter hours must be earned by taking courses in education and/or in no more than two areas of endorsement.
- d. Has earned upper-division, post-baccalaureate, or graduate credit beyond the requirements of a Basic Teaching Certificate in at least two of the following areas:
 - Learning theory/style.
 - Curriculum.
 - Improvement of instruction.
 - Education of the exceptional student.
 - Trends and issues in education.
 - Multicultural education.

2.3.2 Endorsements

- a. The endorsements of the Standard Teaching Certificate will be transferred to the Professional Teaching Certificate.
- b. Additional regular, specialty, or professional endorsements may be added at any time, if the candidate has a current teaching certificate and the requirements for the endorsements are met (see Sections 3.1, 3.2, and 3.3).

2.3.3 Renewal of the Professional Teaching Certificate

- a. The Professional Teaching Certificate shall be valid for five years. Renewal of the certificate requires six semester/nine quarter credits, which may be earned in one of the following ways:
 - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
 - The equivalent Continuing Education Units (CEU) (see Section 4.7 for definition of Continuing Education Units (CEU)), or
 - Any combination of the above.
- b. If the candidate has been issued a certificate with an elementary endorsement under the Alternative Certification Criteria (see Section 5), the candidate is required to complete an elementary religion methods course, or pass a challenge exam as offered by an accredited Seventh-day Adventist college or university.

DENOMINATIONAL TEACHING CERTIFICATES

- c. All credits submitted for the renewal of the Professional Teaching Certificate must have been completed during the five-year period immediately prior to renewal of the certificate except as provided for in 4.3.2.
- d. Specific requirements established by the union conference in which the educator is employed at the time of renewal.

2.3.4 Reinstatement of an Expired Professional Teaching Certificate

When a teacher applies for reinstatement of a Professional Teaching Certificate that expired two or more years prior to the application, the following criteria must be met:

- a. Current requirements for the Professional Teaching Certificate.
- b. Six semester/nine quarter credits must be earned. At least half of the required credits must be academic credit in appropriate professional education courses and/or in the area(s) of endorsement. The remaining credits may be taken in Continuing Education Units (CEU).
- c. All work submitted for reinstatement of the Professional Teaching Certificate must be completed in the five-year period immediately prior to reinstatement of the certificate except as provided for in 4.3.2.

2.4 ADMINISTRATOR CERTIFICATE

(In effect September 1, 2016)

2.4.1 Introduction

The Administrator Certificate is specifically designed for school principals and conference educational personnel. Teachers who complete the requirements may receive an Administrator Certificate.

2.4.2 General Requirements

The Administrator Certificate may be issued to an applicant who:

- a. Meets initial General Eligibility Requirements (see Section 1.4).
- b. Qualifies for a Professional Teaching Certificate (see Section 2.3).
- c. Holds a master's degree.
- d. Demonstrates competency by 1) earning a minimum of eighteen semester/ twenty-seven quarter hours of graduate courses selected from the areas of curriculum development, school administration, supervision of instruction,

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school law, school finance, school plant planning, personnel administration, school public relations, religious education, field experience, or 2) holds a doctorate degree in school administration or 3) successful completion in an NAD approved competency examination.

2.4.3 Endorsements

- a. An applicant must qualify for at least one of the administrator endorsements (see Section 3.4).
- b. Additional administrator endorsements may be added at any time provided the Administrator Certificate is current and the requirements for the endorsement are met (see Section 3.4).

2.4.4 Renewal of Administrator Certificate

- a. The Administrator Certificate shall be valid for five years. Renewal of the certificate requires six semester/nine quarter credits, which may be earned in one of the following ways:
 - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
 - The equivalent credit in Continuing Education Units (CEU) (see Section 4.7 for definition of Continuing Education Units (CEU)), or
 - Any combination of the above.
- b. All work submitted for the renewal of the Administrator Certificate must be completed in the five-year period immediately prior to the date the certificate is renewed except as provided for in 4.3.2.

2.4.5 Reinstatement of an Expired Administrator Certificate

When an applicant applies for the reinstatement of an Administrator Certificate that expired two or more years prior to the application, the following criteria must be met:

- a. Current requirements for the Administrator Certificate.
- b. Six semester/nine quarter credits must be earned. At least half of the required credits must be academic credit in appropriate courses in supervision or administration and/or in the area(s) of other endorsements. The remaining credits may be taken in Continuing Education Units (CEU).
- c. Credit in integrating educational technology in the classroom (see Section 1.5.1).

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- d. All work submitted for reinstatement of the Administrator Certificate must be completed in the five-year period immediately prior to application for reinstatement of the certificate.

2.5 DESIGNATED SUBJECTS/SERVICES CERTIFICATE

2.5.1 Introduction

The Designated Subjects/Services Certificate is issued to an individual who has demonstrated expertise in one or more specific areas and who by experience and training can provide a valuable contribution to the educational program. The endorsed area(s) is/are indicated on the certificate.

This certificate cannot be substituted for the Basic, Standard, or Professional Teaching Certificate, or used in a way to circumvent the meeting of the requirements for those certificates.

2.5.2 General Requirements

The Designated Subjects/Services Certificate may be issued to an applicant who:

- a. Is recommended by the local conference office of education for consideration by the union conference certification officer and/or Certification Review Committee.
- b. Meets initial General Eligibility Requirements (see Section 1.4 except 1.4.3 and 1.4.4).
- c. Possesses a high school diploma or has passed a high school equivalency examination as designated by the union conference office of education, or in the case of an applicant for a Designated Administrator Certificate, a baccalaureate degree (see Section 2.6).
- d. Provides verification of successful and recent experience in the technical skill, trade, vocation, or nonvocational subject named on the certificate, with a minimum equivalent of five years of experience.

One year of the required experience must be within the three-year period immediately preceding the application for issuance of the certificate. Work experience is defined as paid work experience or its equivalent.

- e. Is teaching in a non-core subject area. Designated Certificates will not be granted in the content areas of English, math, science, and social studies.

DENOMINATIONAL TEACHING CERTIFICATES

QUALIFYING EXPERIENCE

EDUCATION AND/OR TRAINING	WORK EXPERIENCE REQUIRED
High school diploma or equivalent	five years
One year of occupational preparation appropriate or related to teaching field	four years
Two years of occupational preparation appropriate or related to teaching field	three years
Three years of occupational preparation appropriate or related to teaching field	two years
Baccalaureate degree with a major in or related to teaching field	two years
Completion of an apprenticeship or similar program in accordance with industry and labor standards	two years

2.5.3 Renewal of the Designated Subjects/Services Certificate

- a. The Designated Subjects/Services Certificate shall be issued for one to three years and may be renewed upon recommendation of the local conference office of education and approved by the union certification officer and/or the Certification Review Committee.
- b. Specific requirements for renewal shall include professional development activities and/or academic credits to improve pedagogy or subject area expertise and will be determined at time of issuance.

2.6 SPECIAL PROVISION FOR ADMINISTRATORS

2.6.1 The following certificates may be issued for a one- to three-year term.

- a. A Designated Administrator Certificate may be issued to an applicant with a baccalaureate degree plus five years of work experience in an administrative position.
- b. A Conditional Administrative Certificate may be issued to an applicant with a masters degree plus five years of teaching experience.

2.6.2 Applicant must work toward an administrator endorsement (see Section 3.4).

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- 2.6.3 Renewal requirements will be identified in consultation with the union certification officer and the local conference office of education.

2.7 CONDITIONAL TEACHING CERTIFICATE

2.7.1 Introduction

Upon receipt of an official transcript showing completion of a baccalaureate degree, a Conditional Teaching Certificate may be issued to an applicant who does not meet the requirements for a Basic Teaching Certificate or the requirements for an endorsement. The certificate is valid for the specific area(s) indicated on the certificate. For example, it may be issued to an individual who has not completed the required course work in religion or who may not qualify for either an elementary or secondary endorsement.

2.7.2 General Requirements

The Conditional Teaching Certificate may be issued to an applicant who:

- a. Meets initial General Eligibility Requirements (see Section 1.4).
- b. Has completed a minimum of a baccalaureate degree.
- c. Is working toward a Basic, Standard, or Professional Teaching Certificate and/or a specific endorsement.

2.7.3 Renewal of the Conditional Teaching Certificate

- a. The Conditional Teaching Certificate is valid for one year. Renewal of the certificate requires six semester/nine quarter hours of academic credit during each contract year, until the requirements for the appropriate certificate are met.
- b. The six semester/nine quarter hours shall be in courses selected from areas of the applicant's certification needs as determined by the certification officer of the union conference office of education in cooperation with the employing organization.
- c. If the applicant is not a graduate of an NAD-approved Seventh-day Adventist college/university teacher education program and has not met the religion requirement (see Section 2.1.2.b), a minimum of one course in religion must be completed or a competency exam passed each contract year as part of, or in addition to, the required six semester/nine quarter hours until the religion requirement is met for a Basic Teaching Certificate (see Section 2.1.2.b) or the course work described in Section 5.1.3 is completed.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

“He who co-operates with the divine purpose in imparting to the youth a knowledge of God, and molding the character into harmony with His, does a high and noble work.”

— EDUCATION, p. 19

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.1 REGULAR ENDORSEMENTS

3.1.1 Elementary Endorsement

The elementary endorsement is valid for teaching grades 1-8 (valid for grades 1-9 in a union conference with approved 1-9 programs). An applicant for an elementary endorsement must complete the following requirements in addition to fulfilling the general requirements for the Basic Teaching Certificate:

- a. Required elementary curriculum methods in the following:
 - Science.
 - Health.
 - Mathematics.
 - Reading.
 - Language arts.
 - Religion.
 - Social studies.
- b. The following areas are recommended for further study. Courses in at least two of these areas must be successfully completed to renew a standard teaching certificate (see: Section 2.2.3):
 - Fine arts methods.
 - Physical education methods.
 - Children's literature.
 - Applied arts.
 - Integration of technology.
- c. Applicants must have instruction and experiences in a multigrade classroom of three or more grades, preferably in a small school with three or fewer teachers.

3.1.2 Secondary Content Area Endorsements

A secondary endorsement is valid for subjects in grades 6-12 for which the applicant qualifies. An applicant for a secondary endorsement must complete the following in addition to the general requirements for the Basic Teaching Certificate:

- a. A content area major or minor or a passing grade on an equivalency exam approved by the union certification officer in a teaching content area. For the specific endorsement, the candidate has earned credit for eighteen semester/twenty-seven quarter hours, or has passed an approved equivalency examination.
- b. One or more courses in secondary curriculum materials and methods.
- c. A course in reading methods or a course in reading in the content areas.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- d. Special provisions or requirements.
- Religion special requirement—An applicant for the religion content area endorsement must have a methods course in the teaching of secondary religion in addition to the required hours in religion content and the secondary curriculum materials and methods course(s).
 - Science and math special requirement—An applicant who has a major in mathematics and a minor in one of the science areas (i.e., biology, physics, chemistry) or a major in one of the science areas and a minor in mathematics may qualify for an endorsement in either or both of the other science areas by completing twelve semester/eighteen quarter hours of credit in each area endorsement.
 - Physics special requirement—An applicant may qualify for an endorsement in physics by completing a minimum of nine semester/twelve quarter hours in physics and the balance to equal eighteen semester/twenty-seven quarter hours from mathematics and/or chemistry.
 - Integrated science special requirement—An applicant may qualify for an integrated science endorsement in preparation of teaching biology, chemistry, physics and related secondary science courses, upon completion of sixteen semester/twenty four quarter hours in one of the sciences (biology, chemistry or physics), a minimum of three semester/four quarter hours in each of the remaining two science areas, and a total of thirty two semester/forty five quarter hours in sciences combined.
 - Additional endorsements—When an applicant has qualified for an endorsement he/she may obtain additional endorsements by passing an equivalency exam approved by the union certification officer or by completing a minimum of eighteen semester/twenty-seven quarter hours for each content area endorsement. (NOTE: An endorsement in a foreign language for native speakers must at least fulfill the equivalency exam requirement.)

3.2 SPECIALTY ENDORSEMENTS

Issued to individuals holding a Basic, Standard, or Professional Teaching Certificate.

- 3.2.1 Junior Academy—A junior academy endorsement is valid for subjects in grades 6-10 in a union-approved junior academy/middle school and may be issued to an applicant who:
- a. Qualifies for the elementary endorsement and/or a secondary content area endorsement.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- b. Has completed a minimum of 12 semester/18 quarter hours in core subjects (to include Math, Science, English, Social Studies, Bible) and nine semester/fourteen quarter hours in each of the other content areas of endorsement. (Effective September 1, 2018)
 - c. Special provisions:
 - Religion—An endorsement for religion requires the applicant to complete an elementary or secondary religion methods course.
 - English—An endorsement in English may include a maximum of three semester/four quarter hours of either freshman English and three semester/four quarter hours of speech.
 - Fine Arts—An endorsement in fine arts may include credit in art, graphic arts, and music.
 - General Science—An endorsement in general science may include credit in any of the sciences with a minimum of at least three semester/four quarter hours in a life science area and three semester/four quarter hours in a physical science.
 - Health/Physical Education—An endorsement in health/physical education may include credit in health and physical education.
 - Foreign Language—An endorsement in a foreign language for native speakers may be earned by successfully completing an equivalency exam.
- 3.2.2 Kindergarten—May be issued to an applicant who:
- a. Qualifies for the elementary endorsement.
 - b. Has completed courses that include the following:
 - Methods of instruction for kindergarten.
 - Organization and administration of kindergarten education.
 - c. Has completed student teaching or field experience at the kindergarten level.
- 3.2.3 Media Director/Librarian—May be issued to an applicant who:
- a. Qualifies for the elementary endorsement or a secondary content area endorsement.
 - b. Has completed a minimum of twelve semester/eighteen quarter hours in library science and instructional media.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 3.2.4 Reading—May be issued to an applicant who:
- Qualifies for the elementary endorsement or a secondary content area endorsement.
 - Has completed a minimum of twelve semester/eighteen quarter hours in reading.
- 3.2.5 Guidance and/or Counseling—May be issued to an applicant who:
- Qualifies for the elementary endorsement or a secondary content area endorsement.
 - Has completed a minimum of twelve semester/eighteen quarter hours in guidance and/or counseling.
- 3.2.6 English as a Second Language—May be issued to an applicant who:
- Qualifies for the elementary endorsement or a secondary content area endorsement.
 - Has completed a minimum of twelve semester/eighteen quarter hours in English as a second language.
- 3.2.7 Special Education—May be issued to an applicant who:
- Qualifies for the elementary endorsement or a secondary content area endorsement.
 - Has completed a minimum of twelve semester/eighteen quarter hours in special education and/or inclusive education (special needs in the regular classroom).
- 3.2.8 Computer Applications—May be issued to an applicant who:
- Qualifies for the elementary endorsement or a secondary content area endorsement.
 - Demonstrates competency in the skill areas to be taught such as computer literacy and/or desktop publishing. (The “Qualifying Experience” criteria for the Designated Subjects/Services Certificate may be used as a basis for determining qualification. See 2.5.2d.)
- 3.2.9 Computer Science—May be issued to an applicant who:
- Qualifies for the elementary endorsement or a secondary content area endorsement.
 - Has completed a minimum of twelve semester/eighteen quarter hours in computer science and related studies.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.2.10 Educational Technology—May be issued to an applicant who:

- a. Qualifies for the elementary endorsement or secondary content area endorsement.
- b. Completes a minimum of twelve semester/eighteen quarter hours in education technology including at least four of the following eight areas:
 - Integrating technology in the curriculum.
 - Trends and issues in education technology.
 - Technology learning theories.
 - Distributed learning technology.
 - Internet in the classroom.
 - Technology instructional applications.
 - Managing school technology resources.
 - Technology and the exceptional student.

3.3 PROFESSIONAL ENDORSEMENTS

Issued to individuals holding a Professional Teaching Certificate.

3.3.1 Curriculum and Instruction Specialist—May be issued to an applicant who:

- a. Qualifies for the elementary endorsement or secondary content area endorsement.
- b. Has completed a minimum of eighteen semester/twenty-seven quarter hours of additional graduate-level work in curriculum and instruction.

3.3.2 Media Specialist—May be issued to an applicant who:

- a. Has a current media director/librarian endorsement.
- b. Has completed a minimum of nine semester/fourteen quarter hours of additional graduate-level work in media services.

3.3.3 Reading Specialist—May be issued to an applicant who:

- a. Qualifies for the reading endorsement.
- b. Has completed six semester/nine quarter additional hours in reading and/or supporting courses including, but not limited to, courses in psycholinguistics, linguistics, children's literature, reading diagnosis, remediation, and practicum. It is recommended that the majority of these courses be graduate-level work.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.3.4 Small School Specialist—May be issued to an applicant who:

- a. Qualifies for the elementary endorsement.
- b. Has completed a minimum of twelve semester/eighteen quarter hours of additional graduate-level work in small-schools curriculum, instruction, and management.
- c. Has taught a minimum of three years in a one-, two-, or three-teacher school.

3.3.5 Special Education Specialist—May be issued to an applicant who:

- a. Qualifies for the special education endorsement.
- b. Has completed a minimum of six semester/nine quarter hours of additional graduate-level work in special education/inclusive education and supporting courses.

3.3.6 Educational Technology Specialist—May be issued to an applicant who:

- a. Qualifies for the educational technology endorsement.
- b. Has completed a minimum of six semester/nine quarter hours of additional course work beyond the education technology endorsement from the following areas:
 - Integrating technology in the curriculum.
 - Trends and issues in education technology.
 - Distributed learning technology.
 - Internet in the classroom.
 - Technology instructional applications.
 - Managing school technology resources.
 - Technology and the exceptional student.
 - Repairing and networking computers.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.4 ADMINISTRATOR ENDORSEMENTS

Issued to an applicant who qualifies for the specific endorsement.

3.4.1 Principal—May be issued to an applicant who:

- a. Qualifies for an Administrator Certificate.
- b. Has completed a minimum of one graduate-level course in each of the following areas: curriculum, supervision, school law, school administration, and school finance.

3.4.2 Supervisor of Instruction—May be issued to an applicant who:

- a. Qualifies for the Administrator Certificate.
- b. Has completed a minimum of two graduate courses in curriculum, two in supervision, and one in school administration.

3.4.3 Superintendent of Schools—May be issued to an applicant who:

- a. Qualifies for the Administrator Certificate.
- b. Has completed a minimum of twenty-four semester/thirty-six quarter hours of graduate courses including at least one course in each of the following areas: school administration, personnel administration, curriculum, supervision, school law, school finance. School plant planning may be integrated into other course work.
- c. Has completed a minimum of three consecutive years in school administration and/or supervision of instruction.

SUPPLEMENTAL CERTIFICATION POLICIES

“In every human being He discerned infinite possibilities. He saw men as they might be, transfigured by His grace—in ‘the beauty of the Lord our God.’ Psalm 90:17.”

— EDUCATION, p. 80

SUPPLEMENTAL CERTIFICATION POLICIES

4.1 CERTIFICATION REVIEW COMMITTEE

The union conference Certification Review Committee is to study and resolve problems relating to certification. It is recommended that members of the Certification Review Committee should include:

- 4.1.1 Union conference education personnel.
- 4.1.2 College department/university school of education representative(s).
- 4.1.3 Representatives from the teaching profession (principals, superintendents of schools, or teachers) as selected by the union conference office of education.

4.2 CONVERSION OF CERTIFICATES

4.2.1 Definition of Conversion of Certificates

Conversion refers to the addition of:

- a. An elementary endorsement to a valid Basic, Standard, or Professional Teaching Certificate with a secondary content area endorsement.
- b. A secondary content area endorsement to a valid Basic, Standard, or Professional Teaching Certificate with the elementary endorsement.

4.2.2 Conversion to the Elementary Endorsement

An applicant with a Basic, Standard, or Professional Teaching Certificate with a secondary content area endorsement may qualify for the elementary education endorsement by completing the following methods courses : health, language arts, mathematics, reading, religion, science and social studies.

4.2.3 Conversion to a Secondary Content Area Endorsement

An applicant with a Basic, Standard, or Professional Teaching Certificate with the elementary endorsement may qualify for a secondary content area endorsement by successfully completing:

- a. The requirements for a content area endorsement (see Section 3.1.2).
- b. A secondary curriculum materials and methods course.
- c. Eighteen semester/twenty-seven quarter hours in a subject that is commonly taught in the secondary school or an equivalency exam as approved by the union certification officer.

4.3 DATE OF ISSUANCE AND EXPIRATION OF CERTIFICATES

- 4.3.1 Certificates are effective beginning with the date on which the request, with official documents, is approved by the union conference office of education. Certificates expire on August 31 of the final year for which they are issued.
- 4.3.2 Excess renewal credits earned during the time the prior certificate was valid may be carried over to a new certificate if they were earned in the one-year period prior to the expiration of the certificate. All other renewal credit must be earned during the life of the certificate. (Also see Sections 2.2.3 and 2.3.4.)

4.4 EXTENSION, DISTANCE LEARNING, OR CORRESPONDENCE SCHOOLS

Credit earned from accredited extension, distance learning, or correspondence schools may be accepted in fulfilling requirements for certification, including additional endorsements. Credit for religion courses is accepted only from a Seventh-day Adventist college/university.

4.5 LEGAL NAME

Certificates are official documents; therefore, the applicant's full legal name is to be used.

4.6 PERMANENT CERTIFICATION RECORDS

Transcripts submitted for certification become a part of the individual's permanent certification record at the union conference office of education. When a teacher or administrator transfers to another union, the certification records are forwarded to that union upon request of the teacher, administrator, or the union conference certification officer.

4.7 PROFESSIONAL ACTIVITY - CONTINUING EDUCATION UNITS (CEU)

(In effect September 2016)

- 4.7.1 Continuing Education Units (CEU) are earned by participation in professional learning activities that extend and enhance the educator's professional expertise. CEUs may be used to meet requirements for certification renewal or reinstatement for educators holding standard, professional, and/or administrative certificates (see: 2.2.3, 2.3.3, 2.3.4, 2.4.4, and 2.4.5).

SUPPLEMENTAL CERTIFICATION POLICIES

- 4.7.2 One Continuing Education Unit (CEU) is equivalent to ten clock hours of participation in a professional development activity (1 CEU = 10 clock hours). CEUs may be recorded in tenths of a CEU since one clock hour is equivalent to 0.1 CEU.

Where professional learning clock hours (CEUs) may be utilized in lieu of academic credits as provided by this certification manual, the equivalent to academic credit is calculated in the following manner:

20 clock hours (2 CEUs)	= 1 quarter credit
30 clock hours (3 CEUs)	= 1 semester credit

- For renewal of a Standard Certificate up to six semester/nine quarter credits required may be met by earning the equivalent 18 CEUs (see: 2.2.3).
 - For renewal of a Professional and/or Administrative Certificate all of the required six semester/nine quarter credits may be met by earning the equivalent 18 CEUs (see: 2.3.3 or 2.4.4).
 - Reinstatement of a Professional and/or Administrative Certificate may be partially met by earning CEUs (see: 2.3.4 or 2.4.5).
- 4.7.3 Educators benefit when earning CEUs in a variety of professional development activities. These activities include the following which are listed in three categories. Activities from at least two different categories should be included in the CEUs submitted for renewal during the five years prior to renewal. Qualifying professional development activities do not include those activities that are part of an educator's regular duties.

PROFESSIONAL LEARNING

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
a) Attend a professional conference, workshop or seminar	0.1 CEU/hour
b) Attend a denominational conference, workshop or seminar	0.1 CEU/hour
c) Complete the NAD Professional Growth Reading Plan	3.0 CEUs total/year
d) Professional reading of books and journals	0.1 CEU per 50 pgs 3.0 CEUs total/year
e) Complete continuing education course (submit certificate) ¹	Provider assigned
f) Participate in pre-arranged educational travel	0.5 CEU per day 3.0 CEUs total/year
g) Teach a university level course	2x the CEU credit ²

SUPPLEMENTAL CERTIFICATION POLICIES

PROFESSIONAL COLLABORATION

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
h) Supervision of a student teacher	0.2 CEU/week
i) Mentoring in a conference-sponsored mentoring program	2.0 CEUs total/year
j) Participation in a study group or learning community	0.1 CEU/hour
k) Peer observation with follow-up reflective learning	0.1 CEU/hour
l) Field testing (piloting) NAD curriculum materials	NADOE assigned
m) Serving on a school evaluation visiting team	0.5 CEU/day

PROFESSIONAL PRESENTATION AND WRITING

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
n) Presenting at an education conference, workshop or seminar	0.3 CEU/hour ³
o) Writing a published journal article (non-peer reviewed)	1.0 CEU/article
p) Writing a published peer-reviewed professional article	3.0 CEUs/article
q) Writing and publishing a book on an educational topic	4.0 CEUs/100 pages

NOTES: 1 – Courses offered as non-academic credit from Adventist Learning Community and other educational/professional organizations
 2 – CEU credits earned are double the equivalent CEUs for the academic credit offered
 3 – Per hour of presentation scheduled by the sponsoring educational organization

- 4.7.4 Satisfactory involvement in professional activities shall be verified by the local conference superintendent of schools or academy principal. It should be reported to the union certification registrar at the end of each school year. The Union Conference Certification Officers have the final authority to determine CEUs granted.

4.8 TEACHERS OVER 65

Teachers who are 65 years of age or older and who hold, or have held within the previous five years, a valid denominational certificate are exempt from the requirement for renewal of a certificate.

SUPPLEMENTAL CERTIFICATION POLICIES

4.9 STUDENT TEACHING DEFICIENCY

For an applicant who has not graduated from a teacher education program, the student teaching deficiency may be met in one of the following ways:

- 4.9.1 By completion of the regular student teaching requirement at the college/university.
- 4.9.2 By completion of a college/university internship program.
- 4.9.3 By a waiver of the requirement when all of the following stipulations are met:
 - a. Successful completion of a minimum of three years of full-time teaching or its equivalent.
 - b. The recommendation of the superintendent of schools.
 - c. On-going supervision by local conference office of education personnel.
 - d. The student teaching waiver does not reduce the twenty semester/thirty quarter hour professional education requirement for the Basic Teaching Certificate.

4.10 SUSPENSION OR REVOCATION OF CERTIFICATES

The teaching certificate may be suspended or revoked based on the guidelines as stated in this manual (see Section 1.4.2) and/or the provisions of the union conference education code.

4.11 WAIVERS OR SUBSTITUTIONS FOR INDIVIDUAL APPLICANTS

Exceptions by waivers or substitutions authorized by the union conference Certification Review Committee are to be recorded and maintained in the teacher's permanent certification file. If a teacher transfers to another union, a current certificate will be accepted by the union. However, the union to which a teacher transfers may require that deficiencies be removed and/or special requirements be met before the certificate is renewed.

4.12 RENEWAL FOR OVERSEAS TEACHERS

Overseas teachers should request renewal of certification by the certification registrar of the union which holds the current certification record of the individual.

ALTERNATIVE TEACHING CERTIFICATION

“And you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity and seriousness of your teaching.”

— TITUS 2:7 NLT

ALTERNATIVE TEACHING CERTIFICATION

5.1 STATE OR PROVINCIALLY CERTIFIED TEACHERS

Designed to meet the needs of individuals who do not hold a denominational teaching certificate. A teaching certificate may be issued to an applicant who fulfills the following requirements:

- 5.1.1 Meets the general eligibility requirements outlined in Section 1.4.
- 5.1.2 Holds a current state or provincial teaching certificate in the level or subject area for which the individual is applying.
- 5.1.3 Has satisfactorily completed courses in each of the following:
 - a. Philosophy of Seventh-day Adventist education.
 - b. Seventh-day Adventist religion courses in Bible doctrines, Spirit of Prophecy, and Seventh-day Adventist Church history.
 - c. Health principles (based on the Bible and the writings of Ellen White).
- 5.1.4 Meets the above course requirements through the following options:

Individual courses completed through an Adventist college/university.

An alternative course, *Orientation to Teaching in Seventh-day Adventist Schools*, offered through Griggs University. Authorization must be received from the union office of education prior to enrolling for this course.

Challenge examination(s) in appropriate courses offered through an Adventist college/university. Authorization must be received from the union certification officer prior to selection of the challenge examination(s).

5.2 RENEWAL REQUIREMENTS

The teaching certificate may be renewed by meeting the renewal requirements for standard or professional certificates (see Section 2.2.3 and 2.3.3).

TEACHER EDUCATION PROGRAM ENDORSEMENT

“Never had the world’s great men such a teacher. When the disciples came forth from the Saviour’s training, they were no longer ignorant and uncultured. They had become like Him in mind and character, and men took knowledge of them that they had been with Jesus.”

— CONFLICT AND COURAGE, p. 282

TEACHER EDUCATION PROGRAM ENDORSEMENT

6.1 INTRODUCTION

Adventist college/university teacher education programs are required to meet applicable state/provincial requirements in order to operate within their jurisdiction. For graduates completing these programs to be certificated as proscribed by this NAD K-12 Educators' Certification Manual, teacher education programs in Adventist colleges and universities must also meet denominational standards to prepare Adventist teachers for service in Seventh-day Adventist schools. Candidates completing an NAD-endorsed teacher education program will be eligible for a Basic Teaching Certificate (see Section 1.2.5, 1.3.1.c, 1.3.2, and 2.1.2.a).

Adventist college/university teacher education programs are authorized by the NAD Office of Education to grant Verifications of Eligibility Certificates. The program endorsement process that follows has been established to ensure consistent implementation of the pre-conditions and standards for Adventist educator's certification.

6.2 PRECONDITION REQUIREMENTS

The following requirements are prerequisite for endorsement of the teacher education program by the NAD Certification Officers (Union Directors of Education Council).

- 6.2.1 The college/university holds current accreditation by the Adventist Accrediting Association, Inc.
- 6.2.2 The college/university holds current regional accreditation.
- 6.2.3 The teacher education program holds state/provincial and/or approval from the Council for the Accreditation of Educator Preparation (CAEP).
- 6.2.4 The college/university issues Verification of Eligibility Certificates only to students who are members of the Seventh-day Adventist Church.
- 6.2.5 The education faculty in the teacher education program approval, professional education faculty have academic qualifications and professional experiences appropriate to the courses taught.

6.3 STANDARDS FOR PROGRAM ENDORSEMENT

The Standards for Teacher Education Program Endorsement identify necessary areas of training unique to the goals and needs of the Seventh-day Adventist K-12 education system. Seventh-day Adventist education is distinctive because it not only provides a strong academic program but it also provides opportunities for students to develop spiritually, physically, and socially. Prospective teachers must have this specialized training to accomplish the important goals of Seventh-day Adventist education.

TEACHER EDUCATION PROGRAM ENDORSEMENT

6.3.1 Standard 1—Religious Preparation

To broaden the candidate's personal understanding of the Bible, the program includes a study of Seventh-day Adventist Church history, Spirit of Prophecy, and doctrinal beliefs.

6.3.2 Standard 2—Methodology for Teaching Religion

To develop the candidate's skill for teaching religion curriculum, methods of instruction in religion shall be a part of the teacher education program for all elementary education students and for those students preparing to teach religion courses at the secondary level.

6.3.3 Standard 3—Principles and Philosophy of Seventh-day Adventist Education

To foster an understanding of the ministry of teaching, the teacher education the program includes a study of the philosophy of Seventh-day Adventist education and integrates these principles throughout the professional education curriculum.

6.3.4 Standard 4—Principles of Healthful Living

To enable the candidate to instruct and model healthful living, the program includes a study of principles and concepts of health and wellness, including those found in the Bible and writings of Ellen G. White, that contribute to the well-being of the whole person.

6.3.5 Standard 5—Experiences in Multi-grade Classrooms

To ensure the candidate's ability to teach in a multi-grade classroom, the program for elementary education students includes instruction and experiences in a multi-grade classroom of two or more grades, preferably in a small school with three or fewer teachers.

6.3.6 Standard 6—Introduction to Seventh-day Adventist Curriculum Resources

To acquaint the candidate with NAD-approved textbooks and other curricular materials used in Seventh-day Adventist schools, the program includes an introduction to such materials in appropriate education courses.

6.3.7 Standard 7—Experience in Seventh-day Adventist Schools

To affirm the preparation of the candidate for the ministry of teaching, the program provides for teaching experiences in a Seventh-day Adventist school.

TEACHER EDUCATION PROGRAM ENDORSEMENT

6.4 TEACHER EDUCATION ENDORSEMENT PROCESS

- 6.4.1 A college/university, in preparation of having its teacher education program endorsed by the NAD Certification Officers Council, will submit a written report to the North American Division Office of Education (NADOE) indicating how the preconditions and standards for NAD-endorsed teacher education programs are being met.
- 6.4.2 A one- or two-day on-campus visit will be arranged by NADOE with the college/university. The visiting team will consist of up to three official members, one member of NADOE, one teacher education person appointed by NADOE, and one additional K-12 leader. Others may be invited to participate as observers. The team's purpose is to gather evidence that the Precondition Requirements and Standards for Program Endorsement have been met. The visiting team will prepare a recommendation concerning program endorsement for submission to the North American Division Certification Officers Council.
- 6.4.3 The NAD Certification Officers will review all reports/recommendations and take official action on teacher education program endorsement. Teacher education programs are endorsed for six year terms. Official action will be reported to the Chairs/Deans of the college/university teacher education program and to the respective institutional leaders.
- 6.4.4 If the teacher education program is found to not be in compliance with all standards and preconditions, the college/university will have two years to implement the recommendations in order to reach compliance. Before the end of the second year, a report will be sent to NADOE and an on-site visit arranged, if deemed necessary. The college/university report along with any visiting team recommendation will be reviewed by the NAD Certification Officers. If the program is found to be in compliance, endorsement will be extended to the end of the six-year period. If it is found to not be in compliance, the program will be dropped from the list of endorsed programs.
- 6.4.5 Teacher education Programs are endorsed for a six-year period. Endorsement must be renewed at the end of that period. The college/university will submit a report to NADOE and an on-campus visit will be arranged during the sixth year of the program's endorsement.
- 6.4.6 If substantive changes (i.e. program realignment to meet new state/provincial requirements) are made in the program within the six-year period of endorsement, a report of these changes is to be sent to NADOE by the college/university. An on-site visit will be arranged and recommendations made to the NAD Certification Officers, if deemed necessary.

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