

**SOUTHERN UNION CONFERENCE  
APPLICATION FOR DESIGNATED SUBJECTS/SERVICES CERTIFICATE**

Name \_\_\_\_\_ DOB \_\_\_\_\_ Educator ID# \_\_\_\_\_ Email \_\_\_\_\_

Applicant Contact# \_\_\_\_\_ Conference \_\_\_\_\_ School \_\_\_\_\_

**GENERAL REQUIREMENTS**

The Designated Subjects/Services Certificate is issued to an experienced individual who has demonstrated expertise in specific area(s) 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. The designated subjects' certificate is generally issued to part-time or temporary employees who meet the eligibility requirements and are filling a unique school need. In limited instances it may be issued to full-time employees and fully-certificated teachers who meet the eligibility requirements and are qualified to teach a class outside of their areas of endorsement. 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.

**The following requirements must be met** (See pages 18 and 19 of Certification Requirements, K-12):

The application for the Designated Subjects/Services Certificate shall be recommended by the local conference office of education for consideration by the union conference office of education.

**Eligibility Requirements:**

1. Possesses a high school diploma or has passed an equivalency examination as designated by the union conference office of education.
2. Verification of successful and recent experience in the technical skill, trade vocation, or non-vocational 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 issuance of the certificate. Work experience is defined as paid work experience or its equivalent.
3. Non-vocational subjects that may be considered are computers, music, physical education, art, foreign languages, or Bible.

**DESIGNATED SUBJECT/SERVICE QUALIFYING EXPERIENCE**

<u>EDUCATION AND/OR TRAINING</u>	<u>YEARS OF WORK EXPERIENCE REQUIRED</u>
High school diploma or equivalent.....	plus 5 years
One year of occupational preparation appropriate or related to teaching field.....	plus 4 years
Two years of occupational preparation appropriate or related to teaching field.....	plus 3 years
Three years of occupational preparation appropriate or related to teaching field.....	plus 2 years
Baccalaureate degree with a major in or related to teaching field.....	plus 2 years
Completion of an apprenticeship or similar program in accordance with industry and labor standards.....	plus 2 years

**APPLICANT'S QUALIFYING EXPERIENCE**

Education level: High School/Equivalent \_\_\_\_\_ College/Training Years 1\_\_ 2\_\_ 3\_\_ 4\_\_ 5\_\_ Degree \_\_\_\_\_

Years of work experience in non-vocational subject area (check one): 2\_\_ 3\_\_ 4\_\_ 5 or more\_\_

Requesting endorsement in what subject area(s)?: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant and Date

\_\_\_\_\_  
Signature of Principal and Date

\_\_\_\_\_  
Signature of Superintendent and Date

**RENEWAL OF DESIGNATED SUBJECTS/SERVICES CERTIFICATE**

The Designated Subjects/Services Certificate shall be issued for: **1-Year** \_\_\_ **2-Years** \_\_\_ **3-Years** \_\_\_. Specific requirements for renewal shall include professional development activities (PDA) and/or academic credits (AC) to improve pedagogy or subject area expertise and will be determined at time of issuance. Requirements will be arranged through the conference office of education and approved by the union conference office of education.

Renewal PDA: \_\_\_\_\_ Hours \_\_\_\_\_

Renewal AC: \_\_\_\_\_ Hours \_\_\_\_\_

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FOR SOUTHERN UNION OFFICE OF EDUCATION USE ONLY**

Date application received from conference \_\_\_\_\_ Date of action \_\_\_\_\_ Term of Certificate \_\_\_\_\_

\_\_\_\_\_  
Signature of SUCOE Director or Designee

**A resume of experience and time spent in expertise area must accompany this application.**

Revised 3/14