



TEACHER CERTIFICATION OVERVIEW



*Southern Union Conference Office of Education
Registrar's Office*

T EACHERS...

❖ Teachers are Professional Educator

- ✓ Teaching is a special profession
- ✓ Ministry that touches students lives
- ✓ Teachers inspire students daily
- ✓ Develop the enthusiasm for learning
- ✓ Provide a guide for living a Christian Life

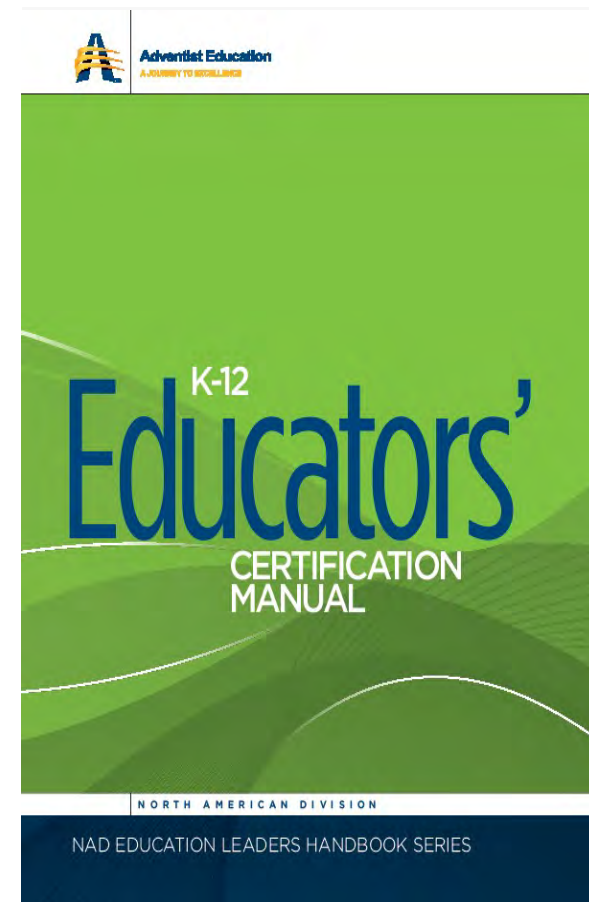
CERTIFICATION

❖ Certification is a badge that identifies teachers as a distinguished select group of individuals whom families entrust their children and youth. (K-12 Educators Certification Manual, page 2)

- ✓ Evidence that teachers have prepared themselves to do this special work
- ✓ Adventist educators are expected to earn and maintain certification
- ✓ Certification allows a teacher to “teach”

CERTIFICATION PROCESS

- ❖ Teacher certification is an important part of our “Journey to Excellence” in education
- ❖ NAD Office of Education has designed the:
 - ❖ Procedures for acquiring certification
 - ❖ Policies for keeping certification current
 - ❖ Certification types:
 - ✓ Basic
 - ✓ Standard
 - ✓ Professional
 - ✓ Administrative
 - ✓ Conditional
 - ✓ Designated



GENERAL ELIGIBILITY REQUIREMENTS

K-12 Educators Certification Manual, pages 7-8

1. Conferences verify that teachers are members of a Seventh-day Adventist Church
2. Conferences verify that teachers exhibit ethical and moral conduct
3. Have a bachelor's degree from an accredited college/university

General certificate Requirements included:

Complete 20 - semester hours of professional education courses:

- ✓ Principles and Philosophy of Adventist Education
- ✓ Developmental Psychology
- ✓ Educational Psychology
- ✓ Educational Assessment
- ✓ Exceptional Child in the Classroom
- ✓ Elementary or Secondary Student Teaching
- ✓ Elementary or Secondary Content Area Endorsement
- ✓ Complete a course in Integrating Technology in the Classroom

BASIC TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 10 – 12

- ❖ Valid for 3-years of teaching within a 5-year period from certificate issue date and/or when certification requirements were met
- ❖ Meet the General Eligibility Requirements

General Basic Teaching Certificate Requirements

- 1A. Issued a Verification of Eligibility Certificate from an NAD Approved Program
- 1B. Complete a Credit-based Program consisting of:
 - ✓ 12 Academic Semester hours of Bible Courses from an accredited SDA College/University
 - ✓ Health Education - Bible-based with E.G. White's Writings
 - ✓ 20 Academic Semester Hours of Professional Education Courses
- 2. Qualify for Elementary or Secondary Content Area Endorsement

BASIC TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 10 – 12

Renewal Requirements

- ❖ If you **have not** completed 3-years of full-time teaching experience by end of your 3rd year of certification
 - ✓ Send a request for a 1 or 2 year extension to the Southern Union Registrar in writing (mail or email)
- ❖ If you **have not** completed 3-years of full-time teaching or 5-years of part-time teaching experience by end of your 5th year of certification
 - ✓ Complete 6 academic semester hours to renew your certificate for 2 years
 - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
 - ✓ All courses must be completed within the most recent five (5) years



Reinstatement Requirements

- ❖ If you **have not** completed 3-years of full-time teaching or 5-years of part-time teaching experience **and** your certificate has been expired
 - ✓ 2 or more - Complete 6 academic semester hours of Professional education courses or courses in area(s) of endorsement
 - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
 - ✓ All courses must be completed within the most recent five (5) years

STANDARD TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 12 – 14

- ❖ Valid for 5-years from the certificate issue date
- ❖ Meet the General Eligibility Requirements

Standard Teaching Certificate General Requirements

1. Basic Teaching Certificate requirements met
2. A minimum of 3-years of full-time teaching or 5-years of part-time teaching experience completed in a K-12 classroom
3. Six (6) academic semester hours of Professional Education Courses completed
 - ✓ In areas of endorsements **beyond** the requirements of the Basic certificate
 - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
4. Basic certificate endorsements transfer to the Standard Certificate



STANDARD TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 12 – 14

Renewal Requirements

❖ Complete a total of ten (10) semester hours

1. A minimum of Four (4) academic semester hours

- ✓ Upper division/post-baccalaureate or graduate credit
- ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
- ✓ Specific requirements established by the union/conference in which the educator is currently employed at the time of renewal
- ✓ All courses must be completed within the most recent five (5) years of your current certification

2. A maximum of Six (6) semester hours of Professional Activity CEUs (180 clock hours)

- ✓ PAC Activity Form Dates: August 1 to July 31 of each year
- ✓ PAC Forms are due August 1 in the Conference Office each year or an earlier date set by the Local Conference Office of Education



STANDARD TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 12 – 14

Renewal Requirements – CONT

❖ Standard Teaching Certificate with an Elementary endorsement

✓ Complete at least two (2) courses in the following areas:

- ☐ Advanced Instructional Technology Applications
- ☐ Applied Arts Methods
- ☐ Children's Literature
- ☐ Fine Arts Methods
- ☐ Multicultural Education
- ☐ Outdoor Education
- ☐ Physical Education Methods
- ☐ Teaching English Language Learners

❖ Standard Teaching Certificate with a secondary endorsement

✓ Complete at least one (1) course in the following areas:

- ☐ Advanced Instructional Technology Applications
- ☐ Multicultural Education
- ☐ Learning Theory/Style
- ☐ Teaching English Language Learners (ELL)
- ☐ Theories of Teaching and Learning

STANDARD TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 12 – 14

Reinstatement Requirements - Certificate expired 2 or more years

❖ The following criteria must be met:

1. Current requirements for the Standard Teaching Certificate
2. Ten (10) academic semester hours of upper division/post-baccalaureate or graduate credit:
 - ✓ Professional education courses or courses in area(s) of endorsement
 - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
 - ✓ All courses must be completed within the most recent five (5) years

PROFESSIONAL TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 14 – 16

- ❖ Valid for 5-years from the certificate issue date
- ❖ Meet the General Eligibility Requirements

General Requirements

1. Qualify for a Standard Teaching Certificate
2. Meets one of the following requirements:
 - ✓ Hold a Master's Degree (to move from Basic to Professional see special requirements in manual) OR
 - ✓ Completed a fifth-year teachers program OR
 - ✓ Earned 40 semester hours of upper-division/post-baccalaureate or graduate credit
 - 30 semester hours in professional education courses and/or no more than 2 endorsement areas
3. Earned upper-division/post-baccalaureate, or graduate credit beyond the Basic Teaching Certificate requirements in at least two of the following areas:
 - ☐ Advanced Instructional Practice
 - ☐ Advanced Instructional Technology Applications
 - ☐ Classroom Assessment Strategies
 - ☐ Curriculum
 - ☐ Inclusive and/or Special Education
 - ☐ Multicultural Education
 - ☐ Teaching English Language Learners (ELL)
 - ☐ Theories of Teaching and Learning
 - ☐ Trends and Issues in Education

PROFESSIONAL TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 14 – 16

Renewal Requirements

- ❖ Six (6) semester hours in any combination of the following:
 1. Academic upper division/post-baccalaureate or graduate credit
 - ✓ Professional education courses or courses in area(s) of endorsement
 - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
 - ✓ All courses must be completed within the most recent five (5) years of your current certification
 2. Professional Activity CEUs (30 clock hours = 1 semester hour)
 - ✓ PAC Activity Form Dates: August 1 to July 31 of each year school year
 - ✓ PAC Forms are due August 1 in the Conference Office each year or an earlier date set by the Local Conference Office of Education



Reinstatement Requirements - Certificate expired two (2) or more years

1. Current requirements for the Professional Teaching Certificate
2. Six (6) semester hours:
 - ✓ Minimum of 3 academic semester hours of upper division/post-baccalaureate or graduate credit in professional education or endorsement area
 - ✓ Maximum of 3 semester hours of Professional Activity CEUs (90 clock hours = 3 semester hours)
 - ✓ All courses must be completed within the most recent five (5) years

ADMINISTRATOR TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 16 – 17

- ❖ Valid for five (5) years from the certificate issue date
- ❖ Met General Eligibility Requirements



General Requirements

1. Qualifies for a Professional Teaching Certificate
 2. Holds a **Master's Degree**
 3. Complete a minimum of 18 academic semester hours of graduate courses from these areas:
 - ✓ Curriculum Development
 - ✓ School Administration
 - ✓ Supervision of Instruction
 - ✓ School Law
 - ✓ School Finance
 - ✓ School Facilities
 - ✓ Personnel Administration
 - ✓ School Public Relations
 - ✓ Religious Education
 - ✓ Field Experience
 4. Qualify for at least one of the Administrator Endorsement (page 29)
- ❖ **OR** Hold a doctorate degree in Administration and/or Leadership with Emphasis in Education

ADMINISTRATOR TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 16 – 17

Renewal Requirements

❖ Six (6) semester hours in **any combination** of the following:

1. Academic upper division/post-baccalaureate or graduate credit
 - ✓ Professional education courses or courses in area(s) of endorsement
 - ✓ Submit an official academic transcript for credits earned to the Southern Union Registrar's office
 - ✓ All course must be completed within the most recent five (5) years of your current certification
2. Professional Activity CEUs (30 clock hours = 1 semester hour)
 - ✓ PAC Activity Form Dates: August 1 to July 31 of each year school year
 - ✓ PAC Forms are due August 1 in the Conference Office each year or an earlier date set by the Local Conference Office of Education



Reinstatement Requirements - Certificate expired two (2) or more years

1. Current requirements for the Professional Teaching Certificate
2. Six (6) semester hours:
 - ✓ Minimum of 3 academic semester hours of upper division/post-baccalaureate or graduate credit in professional education or endorsement area
 - ✓ Maximum of 3 semester hours of Professional Activity CEUs (90 clock hours = 3 semester hours)
 - ✓ Credit in integrating educational technology in the classroom (see Section 1.5.1)
 - ✓ All course must be completed within the most recent five (5) years

DESIGNATED SERVICES/SUBJECTS CERTIFICATE

K-12 Educators Certification Manual, pages 18 – 19

- ❖ Valid for 1 - 3 years from the certificate issued date
- ❖ Issued to an individual who has **demonstrated expertise** in specific **non-core subject areas**
- ❖ 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.

General Requirements

1. Recommended by your Superintendent (Designated Application)
2. Meets NAD General Eligibility Requirements
3. Has at least a high school diploma and the qualifying paid work experience (see page 19 chart details)
4. Provide a **resume** with **paid work experience** in the **non-core subject area** (technical skill, trade, vocation, or non-vocational)
5. At least one year of paid work experience must be in the most recent 3-years



Renewal Requirements

- ❖ Renewal requirements are listed on the Designated Application by the Superintendent/Principal
 - Specific Professional Activities CEUs and/or academic credits that improves pedagogy or subject area expertise must be listed on the DS Application
 - Specific Professional Activities CEUs and/or academic credits hours must be listed on DS Application

CONDITIONAL TEACHING CERTIFICATE

K-12 Educators Certification Manual, pages 20



- ❖ Valid for 1 years from the certificate issue date
- ❖ Met General Eligibility Requirements
 - SDA Church Member
 - Exhibit Ethical & Moral Conduct
 - Bachelor's Degree from an Accredited College/University
- ❖ Conditional Teaching Certificate are issued to applicants who
 - do not meet the requirements of a Basic Teaching Certificate
 - are working towards regular Standard or Professional certification and/or an endorsement
 - are working on reinstatement of a Standard or Professional certificates (1-year only)

General Requirements

1. Must hold at least a Bachelor's Degree
2. Must be working toward a Basic, Standard, or Professional Teaching Certificate

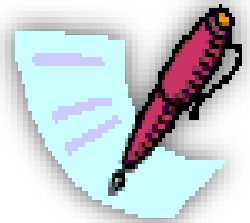
Renewal Requirements

1. Complete at least 6 academic semester credit hours each year until all Needs List requirements are completed
2. A minimum of one course in religion must be completed or a competency exam passed each contract year until all religion requirements are met

RENEWAL ACTIVITY

Continuing Education Units Form:

- Continuing Education/Non-academic credit work only
- Include date and a clear description of the activity
- Include a copy of certificates (if given)
- Teachers submit forms the Conference office by August 1 or sooner
- Conferences submit forms to the Certification Office by August 15 or sooner
 - Forms should be reviewed and signed by the Superintendent or a designated person
 - Late forms will not be accepted



Academic Courses:

- **Challenge Exams** – Andrews University
- Southern Union Requirements
 - Trends & Issues in Education w/4MAT (Oakwood University and Southern Adventist University)
 - 4MAT 690 or 4MAT On-The-Go (Online Options through **About Learning**)
- Conference Requirements
- Teachers must request official transcripts be to the Certification Office
- Certification changes are not made without official transcripts



CERTIFICATION FORMS

Southern Union Application for Certification

- The following teachers must complete a Southern Union Conference (SUC) Application for Certification:
 - Newly hired teachers who never taught in a Southern Union school (from public schools, other unions, etc.)
 - Former teachers with NAD certification who are returning to teach in a Southern Union school (from public schools, other unions, leave of absence, retirement, etc.)
 - New and/or Former teachers with NAD certification who live in the SUC and want to maintain their certification but are not teaching in a Southern Union school (retirees, public school teachers, on a leave of absence, etc.)

Continuing Education Units Form

- Due in your conference office every year by **August 1**
 - Period covered is 8/1 to 7/31 of the **current** school year to be applied to certification for the **following** school year

Designated Subject/Service Application

- Complete the entire Application including the name of the non-core subject to be taught
- Include a current resume highlighting paid work experience in the non-core subject area
- Complete the Renewal Requirement section with academic and/or non-academic activities to be completed for growth as well as the number of hours

Bible Methods Outline

- SUC Bible Methods Course Outline for Early Childhood
- SUC Bible Methods Course Outline for Elementary/Secondary

TEACHER CERTIFICATION RESOURCES

Adventist Edge Website <http://www.adventistedge.org/>

- Where and how to send Official Transcripts
- Certification Page
- Certification Forms
- Certification Manual
- Resources Page (Quick Link and Professional Development Link)



NAD Education Website <http://adventisteducation.org/>

- Professional Learning
- Technology
- Certification Manual



Dashboard Website <https://dashboard.nadeducation.org/login>

- Certification Status Sheet
- Certification List
- Classroom and Teacher Resources



Adventist Learning Community Website

https://www.adventistlearningcommunity.com/search_results/resources

- Several non-academic credit courses offered



DATA ROLLUP

Data Roll Up

Critical Errors Report - Dashboard

- Make sure your school does not have any errors
- For assistance with correcting errors, contact your conference office
- Resolve errors ASAP



Opening Report Data

- Make sure your teachers, students, grades, etc. are listed correctly
- Data freezes three (3) weeks after school opens by NAD
- Incorrect information will affect your enrollment accuracy



Closing Report Data

- Make sure you are closing your school data in a timely manner
- Data will freeze three (3) weeks after school closes by NAD
- Incorrect information will affect your enrollment accuracy

Teacher Directory Information

- Legal First and Last Name
- Educator ID#
- Full-time
- Part-time
- Local Funded
- Volunteers



OTHER INFORMATION

Southern Union Education Institutions

- Oakwood University
- Southern Adventist University
- Andrews University – Challenge Exams



Full-time Teaching Verification

- The verification comes from the Superintendent's Office to the Registrar's Office
- Superintendent's office sends verification that a teacher has successfully completed three-years of full-time teaching or 5-years of part-time teaching
 - This will remove the requirement for the teachers Needs List

Student Teaching Waiver

- The request comes from the Superintendent's Office to the Registrar's Office
- A request to waive Student Teaching is based on:
 - The teacher did not complete student teaching at an accredited college/university **AND**
 - The teacher has successfully taught full-time for at least three years in a K-12 system

CERTIFIED T EACHERS

❖ Certified teachers continue the work Jesus asked us to do by helping to train up our children and youth in the way they should go so that they are willing and prepared to continue His work.

THANK YOU FOR ALL YOU DO!!!

CONTACT INFORMATION

Luberta Biggs, Registrar

Southern Union Conference Office of Education (770) 408-1800, ext. 160

lbiggs@southernunion.com

Yvonne Pondexter, Administrative Professional

Southern Union Conference Office of Education (770) 408-1800, ext. 159

Ypondexter@southernunion.com

Mailing Address: P.O. Box 923868, Norcross, GA 30010-3868

Physical Address: 302 Research Drive, Norcross, GA 30092-2934

Fax: (770) 408-1801

Certification Webpage:

<http://www.adventistedge.org/article/464/ministries/education/adventist-edge/educators/certification>

