



CERTIFICATION
REQUIREMENTS



CERTIFICATION REQUIREMENTS

for

Early Childhood Education and Care Facilitators

of the

Southern Union Conference

of

Seventh-day Adventists

2011 Revision

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1 GENERAL INFORMATION

1.1 INTRODUCTION

Certification for Early Childhood Education and Care (ECEC) is the process whereby a person is recognized to be academically and professionally qualified to provide education and care in Seventh-day Adventist early childhood programs and school- based pre-kindergarten classrooms. This ECEC certification is designed for early childhood personnel who do not qualify for denominational teacher certification. A certificate with its endorsement(s) indicates that the individual has completed the qualifying requirements to practice the profession of educating and caring for children in a Seventh-day Adventist (SDA) setting within the Southern Union Conference (SUC).

Qualifying for the appropriate certificate and maintaining it through continued professional preparation and growth is the responsibility of the early childhood education and care personnel.

1.2 CERTIFICATION PROVISIONS

1.2.1. The Southern Union Board of Education establishes early childhood education and care certification requirements for the professional growth of ECEC personnel not eligible for denominational teacher certification.

1.2.2. Implementing the certification policy is the responsibility of the Southern Union Office of Education. All ECEC certificates are issued through the Southern Union Conference Office of Education to personnel who meet the requirements.

1.2.3. At this time, no reciprocity of ECEC certification exists among the union conference offices of education in the North American Division (NAD) or elsewhere.

1.2.4. The Southern Union Conference Certification Review Committee will study and resolve problems pertaining to certification of individual applicants. Final disposition of each case is to be made by this Committee.

1.2.5. Accredited Seventh-day Adventist colleges/universities may request the Southern Union Conference Office of Education to review and to approve their early childhood education, child development, and family life science degree programs.

1.2.6. The ECEC personnel is responsible for securing and keeping current the appropriate certificate with endorsement(s).

1.3 APPLICATION PROCEDURES

1.3.1 The Southern Union Conference Office of Education Registrar must receive the following:

a. An application for a Designated Service Certificate from within the Southern Union for certification review.

- b. An official copy of the applicant's transcript, requested by the applicant and sent directly to the Southern Union Conference Office of Education Registrar from the academy/high school or college/university office of records.
- c. A resume of qualifications and experience in ECE where applicable.

1.4 GENERAL ELIGIBILITY REQUIREMENTS

1.4.1 Church Membership

An applicant must be a member of the Seventh-day Adventist Church or have participated in an orientation program for SDA Church beliefs. Orientation is to be provided by the local church pastor.

1.4.2 Social and Moral Fitness

An applicant must demonstrate a social and moral fitness to teach and to associate with young children. A certificate will not be issued to any person who has been convicted of a criminal offense or who has exhibited unethical or immoral conduct that would put children at risk, such as, but not limited to, child abuse. A certificate shall be revoked or suspended for any reason that is cause for dismissal as provided for in the employment agreement.

1.4.3 Degree Requirements

An applicant must possess a high school diploma or have passed a high school equivalency examination as designated by the Southern Union Conference Office of Education. Individuals who hold a Bachelors degree are eligible for Denominational certification from the North American Division Office of Education (NADOE). Applicant should contact the local conference Office of Education for assistance and instructions in obtaining Denominational certification from NADOE.

1.4.4 Scholarship: grades below a C are not acceptable.

2 EARLY CHILDHOOD EDUCATION AND CARE DESIGNATED SERVICE CERTIFICATE

2.1 INTRODUCTION

The ECEC Designated Service Certificate is issued to an experienced individual who is employed at a licensed Seventh-day Adventist Early Childhood program or denominationally accredited school. The individual must have demonstrated expertise in one or more specific areas to be indicated on the certificate and who by experience and training can provide a valuable contribution to the program of early childhood education and care.

This certificate cannot be substituted for any North American Division denominational certification.

2.2 GENERAL REQUIREMENTS

2.2.1 The Early Childhood Education and Care Designated Service Certificate may be issued to an applicant who:

- a. Meets General Eligibility Requirements found in section 1.4
- b. Is recommended by the Principal/Director of the school/early childhood program and the local conference superintendent of education.
- c. Provides verification of required work experience. Work experience is defined as paid work experience or its equivalent.

EDUCATION AND/OR TRAINING	WORK EXPERIENCE REQUIRED
High School diploma or equivalent	One year
Associate or Baccalaureate degree with a major in Early Childhood Education	None
Associate or Baccalaureate degree in any other field	One year

2.2.2 Early Childhood Education and Care personnel who are new to the field and/or do not meet the Work Experience requirement, may receive a Conditional Designated Service Certificate for Early Childhood Education and Care. See section 2.5.

2.3 ENDORSEMENTS

An applicant must qualify for one of the following endorsements in addition to fulfilling the general requirements for the Early Childhood Education and Care Designated Service Certificate.

2.3.1 Director of ECP

1. Complete the requirements of state licensing/civil authorities for keeping a valid Administrator/Director Credential and all of # 2 - 6 not already included in the A/D Credential. If applicant's state does not require an Administrator/Director Credential, then applicant must complete the requirements of state licensing/civil authorities and SDA employing entity's specific contractual agreement for Early Childhood Program director's role/employment and all of # 2 - 6.
2. Complete and maintain a Child Development Associate credential (CDA) or a CDA Equivalency (CDAE), a specific state credential (e.g., FCCPC), a formal educational exemption/waiver, or an employment history recognition exemption.
3. Complete with a grade of C or above an approved college course from each of the following areas:
 - a. Christian ministry or Christian leadership*
 - b. Administration and supervision in preschools
 - c. Human behavior or social/cultural environments

* Reading the book Education by Ellen G. White and completing a short writing assignment from it may replace the Christian Ministry class option. Writing a short paper on Principles and Philosophy of Christian Leadership may replace the Christian Leadership class option.

4. Maintain current certifications in First Aid and CPR for infants and children.
5. As a minimum, have six months of successful experience as a director of a licensed Seventh-day Adventist early childhood program within the last two years.
6. Keep an active membership in a professional early childhood education association such as your state's early childhood association, Southern Early Childhood Association (SECA), National Association for the Education of Young Children (NAEYC), etc.

2.3.2 Asst. Director of ECP

1. Complete the requirements of state licensing/civil authorities and SDA specific contractual agreement for Early Childhood Program employment.
2. Complete a Child Development Associate credential (CDA) or a CDA Equivalency (CDAE), a specific state credential (e.g., FCCPC) a formal educational exemption/waiver, or an employment history recognition exemption.
3. Maintain current certifications in First Aid and CPR for infants and children.
4. 25 clock hours of successful practice/work in a leadership role with responsibility such as:
 - a. mentoring lead teachers
 - b. conducting staff meetings
 - c. supervising menu planning and meal preparations, verifying nutritional values and service requirements, processing food service documentation/reports, orders, etc.
 - d. orchestrating church and community outreach activities for children and families.
 - e. attending operational board meetings, ad hocs, sub-committees, etc. and participating per director's requests.
5. Complete with a grade of C or above an approved college course on the ministry of Jesus, or read the book Desire of Ages by Ellen G. White and complete a short writing assignment from it.
6. Keep an active membership in a professional early childhood education association such as your state's early childhood association, Southern Early Childhood Association (SECA), National Association for the Education of Young Children (NAEYC), etc.

2.3.3 Early Childhood Education Service

1. Complete the requirements of state licensing/civil authorities and SDA employing entity's specific contractual agreement for Early Childhood Education and Care employment.
2. Complete a Child Development Associate credential (CDA) or a CDA Equivalency (CDAE), a specific state credential (e.g., FCCPC), a formal educational exemption/waiver, or an employment history recognition exemption.
3. Maintain current certifications in First Aid and CPR for infants and children.
4. Keep an active membership in a professional early childhood education association such as your state's early childhood association, Southern Early Childhood Association (SECA), National Association for the Education of Young Children (NAEYC), etc.

5. Provide evidence of attending a state or national convention for early childhood education and care within the last 24 months.

2.4 RENEWAL

The Designated Service Certificate for Early Childhood Education and Care Facilitators, an Assistant Director or Director shall be issued for three years. It may be renewed upon recommendation of the local conference Office of Education and approved by the Southern Union Certification Officer and/or the Certification Review Committee. Renewal of the Early Childhood Education and Care Designated Service Certificate.

2.4.1 Director of ECP

1. Provide proof of valid credentials as required by state licensing.
2. Provide proof of valid CDA credential, equivalency, specific state credential, waiver or exemption.
3. Provide proof of valid certifications in First Aid and CPR for infants and children.
4. Provide proof of current membership in a professional early childhood education association.
5. Complete the required reading from the Southern Union Early Childhood Education Professional Growth Book List. Submit statement of completion form EC325 to the local conference Office of Education with application.

2.4.2 Assistant Director of ECP

1. Provide proof of valid credentials as required by state licensing.
2. Provide proof of valid CDA credential, equivalency, specific state credential, waiver or exemption.
3. Provide proof of valid certifications in First Aid and CPR for infants and children.
4. Provide proof of current membership in a professional early childhood education association.
5. Complete the required reading from the Southern Union Early Childhood Education Professional Growth Book List. Submit statement of completion form EC325 to the local conference Office of Education with application.
6. Provide evidence of attending at least one state or national convention for early childhood education and care administration within the three years prior to certificate renewal due date.

2.4.3 Early Childhood Education Service

1. Provide proof of valid credentials as required by state licensing.
2. Provide proof of valid CDA credential, equivalency, specific state credential, waiver or exemption.
3. Provide proof of valid certifications in First Aid and CPR for infants and children.
4. Provide proof of current membership in a professional early childhood education association.

5. Complete the required reading from the Southern Union Early Childhood Education Professional Growth Book List. Submit statement of completion form EC325 to the local conference Office of Education with application.
6. Provide evidence of attending a state or national convention for early childhood education and care, or of professional development from a full-day visit to a high quality, preferably accredited, early childhood education and care classroom within the three years prior to certificate renewal due date.

2.5 CONDITIONAL

2.5.1 A Conditional Designated Service Certificate for ECEC can be issued to new and/or inexperienced personnel who:

- a. Meet the general eligibility requirements 1.4.1 through 1.4.3.
- b. Submit an application with an official copy of transcript and a resume.
- c. Receive a signed employment contract for working at a Seventh-day Adventist early childhood program or school.
- d. Show proof of obtaining membership in a professional early childhood education association.

2.5.2 The Conditional Designated Service Certificate provides an endorsement in Early Care and Learning (ECL).

2.5.3 A Conditional Designated Service Certificate with its Early Care and Learning Endorsement is good for one year. It may be renewed one time upon:

- a. Successful evaluation by the principal/director. (Submit completed form EC325 and recommendation to the local conference Office of Education).
- b. Complete the required reading from the Southern Union Early Childhood Education Professional Growth book List. Submit Statement of Completion form EC325 to the local conference Office of Education.
- c. Providing proof of continuing education as earned to fulfill annual requirements by licensing agency for Early Childhood Programs, and 20 clock hours of study group/in-service for school-based prekindergarten classroom teachers. Submit attendance certificates and/or continuing education form to the local conference Office of Education.
- d. Providing evidence of professional development from a full-day visit to a high quality, preferably accredited early childhood education and care program/classroom within the 12 months prior to renewal.
- e. Providing proof of maintaining membership in a professional early childhood education association. Completed Forms for a. - e., attendance certificates, and the formal recommendation from the principal/director for the applicant's renewal must be submitted together in one mailing to the local conference Office of Education.

2.5.4 Individuals with a Conditional Designated Service Certificate shall proceed on a professional development track to obtain the Early Childhood Education and Care Designated Service Certificate with the Early Childhood Education Service endorsement. See 2.3.3.

2.6 REINSTATEMENT

Reinstatement of an expired ECEC Designated Service Certificate may be granted to personnel upon application provided the applicant meets:

- a. Current basic requirements for the Early Childhood Education and Care Designated Service Certificate.
- b. Requirements for renewal of specific area of endorsement.

All requirements for reinstatement must be completed within two years immediately prior to reinstatement of the certificate.

3 CERTIFICATION POLICIES

3.1 Certification Review Committee

The Southern Union Conference Certification Review Committee is comprised of union conference education personnel, qualified early childhood education personnel, and college department/university school of education representatives. This Committee is to study and resolve problems relating to certification.

3.2 Conversion of Certificate

Any Early Childhood Education and Care Certificate holder may be eligible for a North American Division denominational teaching certificate upon completion of:

- a. Baccalaureate degree
- b. Denominational certification requirements

3.3 Date of Issuance and Expiration of Certificates

A certificate is effective beginning with the date on which the request, with official documents, is approved by the Southern Union Conference Office of Education. A certificate expires on August 31 of the final year for which it is issued.

3.4 Extension or Correspondence School

Credit earned from Griggs University or other accredited extension or correspondence schools may be accepted in fulfilling requirements for certification endorsements.

3.5 Legal Name

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

3.6 Permanent Certification Records

Transcripts submitted for certification become a part of the individual's permanent certification record at the Southern Union Office of Education.

3.7 Suspension or Revocation of Certificate

The Early Childhood Education and Care Designated Service Certificate may be suspended or revoked for demonstrating social or moral unfitness, conviction of criminal offense, demonstration of unethical or immoral conduct harmful to children, or based on any other

guidelines as stated in this manual and/or the provision of the Southern Union Conference Education Code.

3.8 Waivers or Substitutions for Individual Applicants

Exceptions by waivers or substitutions authorized by the Southern Union Conference Certification Review Committee are to be recorded and maintained in the ECEC facilitator's permanent certification file.

4 GLOSSARY

Certification -

A specific authorization by which an individual is recognized as academically and professionally qualified for early childhood education and care service.

Certification Record -

A permanent file containing official documentation that provides proof of an individual's eligibility for certification.

Certification Review Committee -

The committee appointed by the Southern Union Conference Board of Education to study and resolve problems pertaining to certification of individual applicants.

Conditional Designated Service Certificate -

A certificate issued to an individual who is new and/or does not meet the work experience requirement for the ECEC Designated Service Certificate.

Conversion of Certificate -

Process by which an early childhood education and care facilitator may qualify to apply for a NAD Denominational Teaching Certificate and teach in a conference school.

Correspondence School -

An accredited educational institution offering credits via correspondence or distance learning.

Date of Issuance of Certificate -

The date on which an individual is granted certification status and a validated certificate.

Denominational certification -

(See North American Division K-12 Educators Certification Manual.)

Early Childhood Education and Care Designated Service Certificate -

A certificate issued to an individual recognized for having specific academic and professional qualifications for facilitating quality early childhood education and care in SUC Seventh-day Adventist early childhood programs and school-based pre-kindergarten classrooms.

Endorsement, Assistant Director -

Awarded to an early childhood education and care facilitator who has taken additional training to assist in administrative work.