



Southern Union Office of Education
Application for Certification
New to the Southern Union Conference

Please complete this form and mail or email to address listed on page 2 of this form.

In order to complete the certification process, request official transcripts to be sent using one of the options on page 2. Your certificate will be issued by the Southern Union Conference Office of Education in accordance with North American Division Policy.

Certificate type(s) for which I am applying:

____ A. Basic ____ C. Professional/Administrator ____ E. Conditional
____ B. Standard ____ D. Designated Subject Services

Endorsement(s) desired: _____

Print Legal Name: _____
First Middle Maiden Last

Address: _____

City: _____ ST. _____ Zip: _____

Phone Number: _____ NAD Teacher ID # _____ ☐ check if new address

Birthdate: _____ Email: _____

EDUCATION HISTORY:

COLLEGE / UNIVERSITY	DEGREE	MAJOR	MINOR	COMPLETION YEAR

CERTIFICATION INFORMATION:

Number of years of teaching experience: _____ Denominational:_____ Public:_____

What denominational teaching certificate do you now hold? _____

Date Issued:_____ By Whom? _____

Last Union/Conference where you taught? _____

Note: We will request your file and transcripts be sent to us from former union. Please request official transcript for classes not sent to the former union registrar.

If now teaching: School _____ Conference _____

This application indicates that I am an active member of the Seventh-day Adventist Church and certify that it is my intention to subscribe to and teach within the framework and philosophy of the Seventh-day Adventist Church as outlined in the General Conference Working Policy and the employment policies of the Southern Union Conference Education Code.

_____ Date _____

Mail form and official transcripts to:
Southern Union Office of Education/Certification
P.O. Box 923868
Peachtree Corners, GA 30010-3868
770/408/1800

Email for official transcripts:
Certification@southernunion.com

Email questions to:
Mjames@southernunion.com
Lbiggs@southernunion.com