



Adventist Education

A JOURNEY TO EXCELLENCE

K-12 EDUCATORS' CERTIFICATION MANUAL



N O R T H A M E R I C A N D I V I S I O N

All requirements within this document
are mandatory for certification or
recertification beginning April 1, 2010

North American Division K-12 Educators' Certification Manual

NORTH AMERICAN DIVISION OFFICE OF EDUCATION
Old Columbia Pike | Silver Spring, MD 20904-6600

2010



Adventist Education

Dear Educator,

You have chosen the “nicest work known to man”—to be a member of the teaching ministry. You have the opportunity to touch young lives every day and inspire the students in your charge to become all that they can be. You are significant in their lives when it comes to sparking enthusiasm for learning and for living a Christian life. Thank you for choosing this special profession and for teaching in a Seventh-day Adventist school!

Every educator in Adventist education is expected to earn and maintain certification. It is one of the indicators of being a professional educator. Your certification allows you to teach, but more importantly, it is evidence that you have prepared yourself to do this special work. Certification is a badge that identifies you with a distinguished and select group of people to whom families entrust their children and youth. You have a great responsibility to measure up to this trust and to continually grow your knowledge, teaching skills, and relationship with Christ.

This manual is designed to provide you with the procedures for acquiring certification and keeping it current. Should you find the need for more explanation or clarification, you are invited to contact your local conference office of education or union conference certification registrar.

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

— North American Division Office of Education

TABLE OF CONTENTS

1	GENERAL INFORMATION	5
1.1	Introduction	6
1.2	Certification Provisions	6
1.3	Application Procedures	7
1.4	General Eligibility Requirements	7
1.5	Integration of Educational Technology	8
2	DENOMINATIONAL TEACHING CERTIFICATES	9
2.1	Basic Teaching Certificate	10
2.2	Standard Teaching Certificate	12
2.3	Professional Teaching Certificate	14
2.4	Administrator Certificate	16
2.5	Designated Subjects/Services Certificate	18
2.6	Special Provisions for Administrators	19
2.7	Conditional Teaching Certificate	20
3	ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE	21
3.1	Regular Endorsements	22
3.2	Specialty Endorsements	23
3.3	Professional Endorsements	26
3.4	Administrator Endorsements	27
4	SUPPLEMENTAL CERTIFICATION POLICIES	29
4.1	Certification Review Committee	30
4.2	Conversion of Certificates	30
4.3	Date of Issuance and Expiration of Certificates	31
4.4	Extension, Distance Learning, or Correspondence Schools	31
4.5	Legal Name	31
4.6	Permanent Certification Records	31
4.7	Professional Activity Credits (PAC)	31
4.8	Teachers over 65	32
4.9	Student Teaching Deficiency	32
4.10	Suspension or Revocation of Certificates	33
4.11	Waivers or Substitutions	33
4.12	Renewal for Overseas Teachers	33
5	ALTERNATIVE TEACHING CERTIFICATION	35
5.1	State or Provincially Certified Teachers	36
5.2	Renewal Requirements	36
6	TEACHER EDUCATION PROGRAM APPROVAL	37
6.1	Introduction	38
6.2	Precondition Requirements	38
6.3	Standards for Program Approval	38
6.4	Teacher Education Approval Process	39
8	INDEX	41

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

Denominational certification is official recognition of the achievement of an acceptable level of personal, academic, and professional qualifications to practice the profession of instructing children and youth in a Seventh-day Adventist school setting.

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 Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities (AAA), may request the North American Division Office of Education to review and to approve their teacher education programs. Colleges/universities receiving program approval may issue Verification of Eligibility Certificates for the Basic

Teaching Certificate to students who complete approved 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 college/university office of education or records if the applicant has completed an NAD-approved teacher education program.
- 1.3.2 A graduate from a college/university without an NAD-approved 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, such as, but not limited to, child abuse. A certificate may be revoked or suspended for any reason that is cause for dismissal as provided for in the union education code. Ethical and moral conduct is to be verified by the employing organization.

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

“If 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 of professional education, which may include methods courses. Twelve semester/ eighteen quarter hours of the required professional education courses 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.
- 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

- a. The Standard Teaching Certificate shall be valid for five years. The certificate may be renewed by meeting the following requirements:
 - A total of nine semester/fourteen quarter hours of post-baccalaureate/graduate academic credit and Professional Activity Credit (PAC). Of these total credits, a minimum of four semester/six quarter hours must be academic credit earned in an accredited institution.
- 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.
 - Applied arts methods.
- 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 Professional Activity Credits (PAC) submitted 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

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. Nine semester/fourteen quarter hours of upper-division, post-baccalaureate, or graduate credit in professional education, or courses in area(s) of endorsement.
- c. Credit in integrating educational technology into the classroom (see Section 1.5).
- d. 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

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.
 - Has completed a prescribed fifth-year program for teachers.
 - Has earned forty semester/sixty quarter hours of upper-division, post-baccalaureate, or graduate credit. Thirty semester/forty-five quarter

DENOMINATIONAL TEACHING CERTIFICATES

hours must be in professional education courses and/or in no more than two areas of endorsement.

- d. Has earned upper-division, post-baccalaureate, or graduate credit beyond the requirements of the 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 is valid for five years. Renewal of the certificate requires six semester/nine quarter hours of additional credit, 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 Professional Activity Credits (PAC) (see Section 4.7 for definition of Professional Activity Credits), 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.
- c. All credits submitted for the renewal of the Professional Teaching Certificate

DENOMINATIONAL TEACHING CERTIFICATES

must have been completed during the five-year period immediately prior to renewal of the certificate except as provided for in 4.3.2.

2.3.4 Reinstatement of an Expired Professional Teaching Certificate

When a teacher applies for the 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 hours must be earned. At least half of the required hours must be academic credit in appropriate professional education courses and/or in the area(s) of endorsement. The remaining hours may be taken in Professional Activity Credits (PAC).
- c. Credit in integrating educational technology into the classroom (see Section 1.5).
- d. 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

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. Has a minimum of eighteen semester/twenty-seven quarter hours of graduate courses selected from the areas of curriculum, school administration, supervision, school law, school finance, school plant planning, personnel administration, school public relations, religious education, and field experience, or holds a doctorate degree in school administration.

DENOMINATIONAL TEACHING CERTIFICATES

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 is valid for five years. Renewal of the certificate requires six semester/nine quarter hours of additional credit, 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 Professional Activity Credits (PAC) (see section 4.7 for definition of Professional Activity Credits), or
 - Completion of a 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 hours must be earned. At least half of the required hours must be academic credit in appropriate courses in supervision or administration and/or in the area(s) of other endorsements. The remaining hours may be taken in Professional Activity Credits (PAC).
- c. Credit in integrating educational technology in the classroom (see Section 1.5.1).
- 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.

DENOMINATIONAL TEACHING CERTIFICATES

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.

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. Any specific requirements for renewal 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).

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

DENOMINATIONAL TEACHING CERTIFICATES

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. 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.

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 college work 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—Once 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.

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.
 - b. Has completed a minimum of nine semester/fourteen quarter hours in each content area of endorsement.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 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.
- 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.
- 3.2.4 Reading—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 reading.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 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.
- 3.2.10 Educational Technology—May be issued to an applicant who:
- Qualifies for the elementary endorsement or secondary content area endorsement.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 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:
- Qualifies for the elementary endorsement.
 - Has completed a minimum of twelve semester/eighteen quarter hours of additional graduate-level work in small-schools curriculum, instruction, and management.
 - 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:
- Qualifies for the special education endorsement.
 - 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:
- Qualifies for the educational technology endorsement.
 - 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.

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

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 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.

SUPPLEMENTAL CERTIFICATION POLICIES

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 CREDITS (PAC)

- 4.7.1 Professional Activity Credit is earned by participation in professional activities such as:
 - a. Audio/visual programs.
 - b. Creative endeavors (cultural growth, developing computer programs or Web sites).
 - c. Committee membership (policy, curriculum).
 - d. CPR/first aid training.

SUPPLEMENTAL CERTIFICATION POLICIES

- e. Evaluation team membership.
- f. Independent study (topic specific).
- g. Leadership role/responsibility.
- h. Mentoring/student teacher supervision.
- i. Observation with analysis.
- j. Presentations.
- k. Professional exchange program.
- l. Published works.
- m. Reading/professional growth.
- n. Travel/tours/mission trips.
- o. Local conference/union conventions/in-service.
- p. Conferences/seminars/workshops.

4.7.2 Professional Activity Credit (PAC) will be calculated in the following manner:

25 clock hours = 1 quarter hour
38 clock hours = 1 semester hour

4.7.3 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.

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 may be exempt from the requirement for renewal of a certificate upon the written recommendation of the local conference superintendent of schools.

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.

SUPPLEMENTAL CERTIFICATION POLICIES

- 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 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 APPROVAL

“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 APPROVAL

6.1 INTRODUCTION

Each state/province is responsible for approval of teacher education programs within its jurisdiction. The Adventist college or university must meet the applicable state/provincial requirements if Adventist teachers are to be fully certificated. Adventist colleges and universities must also meet denominational requirements if Adventist teachers are to be prepared to teach in Seventh-day Adventist schools. Candidates completing an NAD-approved teacher education program will be eligible for a Basic Teaching Certificate.

6.2 PRECONDITION REQUIREMENTS

These requirements are prerequisite for approval of the teacher education program by the NAD Commission on Accreditation.

- 6.2.1 The college/university holds current accreditation by the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.
- 6.2.2 The college/university holds current regional accreditation.
- 6.2.3 The teacher education program holds state/provincial and/or National Council for Accreditation of Teacher Education (NCATE) approval.
- 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 In the implementation of the standards for program approval, professional education faculty have academic qualifications and experiences appropriate to the courses taught.

6.3 STANDARDS FOR PROGRAM APPROVAL

The Standards for Program Approval 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.

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.

TEACHER EDUCATION PROGRAM APPROVAL

6.3.2 Standard 2—Methodology for Teaching Religion

To develop the candidate’s skill for teaching religion curriculum, methods of instruction in religion constitute 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 in the candidate an understanding of the ministry of teaching, the professional education component of the program includes a study of the unique principles and philosophy of Seventh-day Adventist education and integrates these principles throughout the professional education component.

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, 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 Multigrade Classrooms

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

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

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.

6.4 TEACHER EDUCATION APPROVAL PROCESS

- 6.4.1 A college/university wishing to have its teacher education program approved by the NAD Commission on Accreditation will submit a request to the North American Division Office of Education (NADOE) along with a written response to each of the preconditions and standards for NAD-approved teacher

TEACHER EDUCATION PROGRAM APPROVAL

education programs. The request will be considered by the NAD Commission on Accreditation, and two-year preliminary approval will be granted if preconditions and standards appear to have been met.

- 6.4.2 Within two years after preliminary approval has been granted, the college/university will submit a report to NADOE indicating how preconditions and standards for program approval are being met. A one- or two-day on-site visit by an evaluation team will be arranged by NADOE with the college/university. The evaluating team will consist of one member of NADOE (or NADOE designee) and one teacher education person appointed by NADOE. The team will hold conferences with students, faculty, and administration and will examine supportive documents to determine whether compliance with North American Division Standards for Program Approval and Precondition Requirements for program approval have been met. The evaluation team will prepare and forward to the North American Division Commission on Accreditation their recommendations concerning program approval.
- 6.4.3 The NAD Commission on Accreditation will review and take action on reports submitted by institutions and recommendations made by visiting teams at the annual meeting, which is usually held in August. Following this meeting, educational institutions will be notified of the action taken.
- 6.4.4 If the teacher education program is found to not be in compliance with all standards and preconditions, the institution will have two years to implement the recommendations in order to bring about compliance. Before the end of the second year, a report will be sent to NADOE and an on-site visit arranged, if deemed necessary. A report will be submitted to the next meeting of the NAD Commission of Accreditation. If the program is found to be in compliance, approval will be extended to the end of the seven-year period. If it is found to not be in compliance, the program will be dropped from the list of approved programs.
- 6.4.5 Programs are approved for a seven-year period. Approval must be renewed at the end of that period. The college/university will submit a report to NADOE and an on-site visit will be arranged before the end of the seventh year for which the program was approved.
- 6.4.6 If substantive changes are made in the program within the seven-year period of approval, 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 commission, if deemed necessary.

INDEX



INDEX

Administrator Certificate 2.4	16
Basic Teaching Certificate 2.1	10
Certification 1.1	6
Alternative Teaching Certificate 5.1	36
Conversion 4.2	30
Expiration Date 4.3	31
Review Committee 1.2.4	6
Review Committee Members 4.1	30
Record 4.6	31
Conditional Teaching Certificate 2.7	20
Correspondence School 4.4	31
Denominational Certification 2.1	10
Designated Subjects/Services Certificate 2.5	18
Distance Learning 4.4	31
Educational Technology 1.5	8
Endorsement, Administrator 3.4	27
Principal 3.4.1	27
Supervisor of Instruction 3.4.2	27
Superintendent of Schools 3.4.3	27
Endorsement, Professional 3.3	26
Curriculum and Instruction Specialist 3.3.1	26
Educational Technology Specialist 3.3.6	27
Media Specialist 3.3.2	26
Reading Specialist 3.3.3	26
Small School Specialist 3.3.4	26
Special Education Specialist 3.3.5	26

Endorsement, Regular 3.1	22
Elementary 3.1.1	22
Secondary 3.1.2	22
Endorsement, Specialty 3.2	23
Computer Applications 3.2.8	25
Computer Science 3.2.9	25
Counseling/Guidance 3.2.5	24
Educational Technology 3.2.10	25
English as Second Language 3.2.6	24
Junior Academy 3.2.1	23
Kindergarten 3.2.2	24
Librarian 3.2.3	24
Media Director 3.2.3	24
Reading 3.2.4	24
Special Education 3.2.7	25
Extension School 4.4	31
General Requirements	16
Administrator Certificate 2.4.2	16
Basic Teaching Certificate 2.1.2	10
Conditional Teaching Certificate 2.7.2	20
Designated Subjects/Services Certificate 2.5.2	18
Professional Teaching Certificate 2.3.1	14
Standard Teaching Certificate 2.2.1	12
Legal Name 4.5	31
Multigrade Classroom 3.3.4, 6.3.5	26, 39
Overseas Teachers 4.12	33
Professional Activity Credits 4.7	31
Professional Teaching Certificate 2.3	14
Reciprocity of Certification 1.2.3	6

INDEX

Reinstatement of Expired Certificates	
Administrative Certificate 2.4.5	17
Basic Teaching Certificate 2.1.4	11
Professional Teaching Certificate 2.3.4	16
Standard Teaching Certificate 2.2.4	14
Renewal of Certificates	
Administrator Certificate 2.4.4	17
Conditional Certificate 2.7.3	20
Designated Subjects/Services Certificate 2.5.3	19
Professional Certificate 2.3.3	15
Standard Certificate 2.2.3	13
Revocation of Certificate 1.4.2, 4.10	8, 33
Scholarship 1.4.4	8
Standard Teaching Certificate 2.2	12
Student Teaching 2.1.2.b, 4.9	10, 32
Student Teaching Deficiency 4.9	32
Subjects/Services Certificate 2.5	18
Substitutions 4.11	33
Suspension of Certificate 1.4.2, 4.10	8, 33
Teacher Education Program	
Approval Process 6.4	39
Introduction 6.1	38
Preconditions 6.2	38
Standards 6.3	38
Technology (see Educational Technology)	
Waiver 4.11	33

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