

See the Certification Spreadsheet FAQ and How Has Certification Become More Flexible? documents for more information. <https://www.acsi.org/accreditationannualreportdocuments>

Do all faculty/administrators need to have ACSI certification?

No. Any faculty/administrator who holds a valid and current STATE credential/licensure/certification can be listed in the FACULTY/NON-ADMIN PROFESSIONAL STAFF STATE CERTIFIED/LICENSED/CREDENTIAL (Without an ACSI certificate) section. ACSI recognizes ANY state credential/licensing; it doesn't matter what state it is from and in what state the teacher currently resides.

Do faculty/administrators that hold a state credential need to complete any addition requirements?

Yes. They must complete ACSI's Christian Philosophy of Education (CPoE) AND appropriate Bible CEUs. Documentation of these two requirements must be retained by the school and indicated on the Certification Spreadsheet. All educators must complete the CPoE by the end of their third year of employment at the school. If the individual has not completed the CPoE by the end of their third year of employment, they should be listed in the "NOT Certified" section. [More information on the CPoE](#)

How many Bible CEUs are required annually if you hold state certification?

All faculty/administrators must complete at least one ACSI Approved Bible CEU per calendar year. If the individual has not completed at least one Bible CEU per calendar year, they should be listed in the "NOT Certified" section. If a faculty/administrator earns more than one Bible CEU in a year, one Bible CEU can be applied toward future year requirements. [More information on approved Bible requirements](#)

What are the advantages of keeping my ACSI certification?

Having ACSI certification eliminates the need for your school to track the Christian Philosophy of Education completion date or retain documentation for the completion of Bible CEUs each year. These are kept in the individual's VPP and/or submitted to the ACSI Certification Dept with the individual's renewal application for ACSI certified faculty.

Where do I find more information about certification and CEUs?

For information about Certification, see <https://www.acsi.org/certification>. The first link "Certification Documents and Requirements," will take you to the requirements for each type of Certificate. Contact the Certification Dept directly using their online form: <https://www.acsi.org/certificationquestions> or contact the CEU Dept directly using their online form: <https://www.acsi.org/ceuproviderquestions>. Someone should get back to you in 24-48 hours. You can always contact the Certification Department through certification@acsi.org with a detailed message, but the online form is the best way to get assistance. E-mail is always preferred over phone calls. Do not contact the regional office for questions about certification.

How can I check the status of an application or certificate online for my staff?

To access all teacher certification information, go to the [Certification Review](#) website. If unable to access, email certification@acsi.org to set up an administrative account. The summer is the best time to submit applications for certification.

Administrators

What positions are required to be included in the administrator section(s) of the spreadsheet?

The head of school (HOS) and principals over any of the K-12 grades are required to hold an administrative certificate and be included in one of the administrator sections of the Certification spreadsheet (new or current). Keep in mind that the role of the administrator is more important than their title.

Where should assistant principals and professional staff (e.g., academic dean, director of curriculum and instruction, athletic director, etc.) be listed?

In the faculty section. The ACSI Certification Department has created a new certification for Assistant Administrators. See the [Assistant Administrator Requirements](#) for complete information.

If a teacher moves into administration, can they be listed in the newly hired section and not be administrator certified for one year?

The newly hired section only applies the first year **at the school**. If they are moved from a teacher position to an administrator position, they need to apply for an administrator certification right away, as they are not in their first year at the school.

What if an administrator also teaches part time? Which section are they listed?

If an administrator teaches part-time, include his/her name on both the "Faculty" and "Administrator" sections, noting the FTE (Full Time Equivalent) decimal for each, not to exceed 1.00. Important note: An administrator can teach with an administrator certification, but a teacher cannot function as an administrator with a teacher certification. One hundred percent of administrators (full and part time) must hold an ACSI administrative certificate.

Waivers

Which teachers must apply for waivers?

All teachers, full and part time, that do not have a four-year college degree from an ACSI approved university must apply for waivers. This includes individuals that only teach one course a week for one period. All non-degreed individuals must complete a Request for Faculty Waiver and either a Temporary Faculty Waiver Progress Report Form or Permanent Faculty Waiver Professional Growth Plan (only needed with new requests or if previously submitted plan has changed) and submit them to the regional office. These documents can be found on our [Annual Report Documents web page](#).

How soon does a waiver need to be submitted and approved?

Temporary or Permanent waiver requests must be submitted to the regional office with your school's next Annual Report (due in October) after the hire of a non-degreed teacher. If the teacher is hired over the summer, the request for waiver should be done in the fall of that year.

Do all faculty with waivers have to complete the Christian Philosophy of Education (CPoE) course?

Yes.

Certification Spreadsheet

Please download the Certification Spreadsheet and SAMPLE from this [website](#):

What date is considered “current” for me to list my teachers in the certified section vs. the uncertified?

The annual report deadline has changed! Annual reports are due **October 15**. Remember: If a teacher’s certification expires before October 15th, the teacher should be listed as an “uncertified” teacher. Any certificate that is “in process” on due date (October 15th) is considered NOT certified.

Who should be listed and not listed on the certification form?

Listed in green faculty section

Athletic Director
Librarian
Guidance Counselor
Dean of Students
Anyone to whom school personnel report and/or have direct supervision of students

Do not list

Business manager
Office personnel
Director of Advancement
Assistant Athletic Director – if only schedules games and has no supervisory/teaching role

What are the “new” fields on the updated form?

1. “Years at this school” now asked “Hire Date.” This may take some time to retrieve out of personnel files.
2. “Type of ACSI Cert” is now called “Level of ACSI Cert.” It is the same information as before, but now reflects the exact verbiage on the certificates themselves. One of the following should be listed: Interim, Temporary, Standard, Professional, or Lifetime.
3. “Level” is now called “Type of ACSI Cert.” It is the same information as before, but now reflects the exact verbiage on the certificates themselves. The following are examples of what should be listed: Elem Tchr -3rd Grade, Sec Tchr - Math, All-Levels - PE, Princ, Athletic Dir, Specialist (ex. Guidance, Media, Bible). See [Sample Certification Spreadsheet](#) for more examples.
4. Entire section for state credentialed faculty/administration.