

Below are several ways over the past couple of years we have worked to make certification more flexible for individuals/schools.

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.

Getting answers about **YOUR CERTIFICATE** is easier than ever. The link below captures information about your questions and specific information, and someone will get back to you in 24-48 hours.

<https://www.acsi.org/certificationquestions>

Use <https://www.acsi.org/ceuproviderquestions> for questions about CEUs.

You can always contact the Certification Department through certification@acsi.org with a detailed message. E-mail is always preferred over phone calls (avoids phone tag). The link above (Certification Questions) is the best way to get assistance.

- Certification has an **online application** allowing individuals to submit their application, pay by credit card, and upload documents from anywhere in the world. (Look for “application.”) <https://www.acsi.org/certificationdocuments> Remember to send official transcripts, or copies thereof.
- **NEW for FALL 2019**...Current **state certification** (any state) is accepted as well as ACSI certification for accreditation. Teachers and administrators that use their state certification must still complete the Christian Philosophy of Education by the third year of teaching and must gain one Bible CEU for each year they teach. See the [Certification Spreadsheet FAQ](#) document for more information.
- Updated certification requirements have been released in the last couple of years:
 - The **Secondary Teacher Certification** now requires half of the number of semester hours in education (previously 18 semester hours now 9 semester hours) to receive the 5-year Standard certificate. This is due to the fact that secondary teachers must also have a minimum of 20 semester hours in their teaching field. Please note, while the number is less, all secondary teachers must now complete a content area reading course.
 - **NEW for FALL 2019 – Many new options have been included for fulfilling the Content Area Reading requirement.** Instruction in literacy and reading comprehension is a growing emphasis and required in most states. This requirement is included as part of the 9 semester hours in education.
 - A **NEW certificate has been added for Secondary Teachers**, who are content area specialists, with master’s degree or higher. The **Secondary Teacher – Content Area Emphasis** certificate will exempt the teacher from the semester hours in educational studies requirement if the teacher: 1) is currently teaching in an ACSI school, 2) holds a master’s degree or above in the specific content area the teacher is assigned to teach, and 3) has completed at least 1 year of classroom teaching with a pattern of exceptional teaching and continued professional development.
 - **Specialized certifications were created for elective areas** such as Art, Bible, Library/Media, Music, Physical Education. They are more content driven and require fewer semester hours in education than in the past.

- An **Assistant Administrator** certification was created for individuals such as Curriculum and Instruction Coordinator, Dean of Students, etc. Note: these individuals are now included in the section of the Certification Chart that requires 80% for accreditation and not as administrators (which requires 100% certification on the Certification Chart). Only K-12 principals and Head of School must be in the “Administrator’s” section.
- ACSI now allows for an approved **mentorship program** such as Leadership U or approved mentorships from other organizations to fulfill up to 6 semester hours of credits for the Head of School or Executive Director certification.
- **First year faculty** (at a new school) have up to one-year as a grace period for obtaining certification. These individuals do not count against the 80% certification requirement for accreditation. There’s a special section on the certification chart for them.
- Approved permanent and temporary **waivers** (up to 10% of total certified staff) do not count against a school’s 20% of allowable non-certified staff. Those used to be a part of the non-certified 20%. There is a special section for waivers.
- Individuals are allowed to **renew a 2-year Temporary certificate multiple times** as long as they continue to meet the minimum requirements listed on their certificate. ACSI does not mandate an individual to meet the requirements for the 5-year Standard certificate within a specific time frame. We allow schools to determine how many times an individual can renew their temporary. Many schools use this as a tool to create a goal for teachers to work toward (Standard Certification) but ACSI does not mandate at what point that should occur. Note: if a teacher/administrator completes the renewal requirements every 2 years in order to renew a Temporary certificate, eventually they will automatically update to the Standard certificate as their requirements accumulate to fulfill the Standard level requirements.
- Individuals are allowed to **renew an expired certificate** up to 3 years after the date of expiration without any penalties or fees. Most states require renewal on time.
- Individuals who received a degree from a non-accredited college may have an opportunity to still gain certification through ACSI if the college applies and is approved to be a **recognized** college. Many individuals over the years have been able to gain certification because of this option. This is not an option with any state.
- Schools now have the option to submit an **Alternative Model** to fulfill the Christian Philosophy of Education requirement. Teachers normally use the standard checklist provided by ACSI online, but with this alternative model, schools may utilize their own speakers, different resources, or other options. An application, fee for review, and required information must be submitted to the Office of Academic Services and, if accepted, will be approved for 5 years. [Christian Philosophy of Education Alternative Model Application](#)
- ACSI has developed a **School Based Professional Development** option which allows mature schools to meet the ongoing professional development needs of their staff through school-based professional development in place of having to use ACSI certification for teachers and administrators. (See your Accreditation Director for more information.)
- Being an ACSI accredited school automatically makes a school an approved CEU provider with ACSI. The approval process has been incorporated automatically into approval of accreditation, so the school will now know they are an approved provider as they receive their accreditation (or renewal). For more information on anything related to CEUs, contact CEUs@acsi.org.