

### The following questions are addressed in this document:

1. Are state credentialed\* teachers/administrators permitted to earn multiple Bible CEUs in one year and apply those to future years?
2. What if I have a teacher/administrator who holds both a state credential\* and an ACSI certificate?
3. Will a non-tax/private school teaching credential\* fulfill the requirement?
4. What if my state credential\* lapses or goes inactive?
5. How many years does a new teacher with a state credential\* have to complete the Christian Philosophy of Education (CPoE)?
6. Who qualifies as a “Newly Hired” teacher/administrator?
7. If a teacher/administrator leaves our school and returns, are they counted as a “Newly Hired” teacher/administrator?
8. What positions are required to be included in the administrator section(s) of the spreadsheet?
9. How do I check the status of my, or one of my teacher’s, certification?
10. I have a degreed teacher who doesn’t have a degree in education but doesn’t intend to take coursework in educational studies. Am I able to apply for a waiver?
11. Does “Total Years Teaching” refer to years just at this school, or a combination of all teaching experience?
12. What if a teacher/administrator holds a certificate that is recently expired, or the application has been submitted and it is “In Process?”
13. Do I include preschool teachers in the certification spreadsheet?
14. Do part-time teachers need to be certified?
15. What if my administrator teaches part time?
16. Once the report is complete, what are the minimum certification percentages?
17. Should I submit the Certification Spreadsheet as an Excel file, or convert to PDF?

### The above questions are answered below:

1. Are state credentialed\* teachers/administrators permitted to earn multiple Bible CEUs in one year and apply those to future years?

Yes! As an example, if a state credentialed teacher/administrator earns 2+ Bible CEUs in a given year, the school may choose to apply 1 Bible CEU to the current year’s Certification Spreadsheet and 1 Bible CEU to next year’s Certification Spreadsheet. This is similar to the current expectation for those holding a Standard or Professional Level ACSI certificate (5 Bible CEUs in 5 years). Documentation of these completed Bible CEUs for state credentialed teachers/administrators must be retained by the school.

2. What if I have a teacher/administrator who holds both a state credential\* and an ACSI certificate?

If an administrator/teacher holds both a state credential and an ACSI certificate, assuming they are both current, the school should include the individual only in the section for ACSI certified teachers or ACSI certified administrators, depending on the individual’s current role. This will eliminate the need for the

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school to track the Christian Philosophy of Education completion date or retain documentation for the completion of Bible CEUs each year, as these would be kept in the individual's VPP and/or submitted to the ACSI certification office with the individual's renewal application. If the ACSI certificate expires and the state credential remains current, the school would then need to move that teacher/administrator to the appropriate section for state certified teachers or administrators.

3. Will a non-tax/private school teaching credential\* fulfill the requirement?

As a general rule, no, this would not fulfill the requirement. Though each state varies, for those states that have such a requirement or option for private school teachers/administrators, the requirement is often simply the completion of a bachelor's degree in any area. This would not fulfill the specific educational and/or content area requirements for either ACSI certification or a state professional credential. As such, these credentials would not fulfill the requirement for indicators 4.4 or 4.6. If a school believes that their state's private school credentialing program fulfills requirements substantially similar to ACSI's Standard level certification requirements, they can e-mail [certification@acsi.org](mailto:certification@acsi.org) to request a review.

4. What if my state credential\* lapses or goes inactive?

In order for a state credential to fulfill the requirement, it must be valid and current. If a teacher/administrator does not hold either a current ACSI certificate or a current state credential, the school must include the teacher/administrator in the "Non-Certified" category of the Certification Spreadsheet.

5. How many years does a new teacher with a state credential\* have to complete the Christian Philosophy of Education (CPoE)?

Teachers/administrators who hold a state credential must complete the CPoE by the end of their third year of employment at the school (if a teacher/administrator is hired and begins working at any point in a given academic year, that year counts as their first year of employment). This is in keeping in line with the one-year grace period for new teachers and the two-year duration of an ACSI temporary certificate, so all teachers/administrators are expected to complete the CPoE by the end of their third year of employment. This is such a foundational element to ACSI accreditation that those teachers/administrators who have not completed this requirement by the end of their third year must be included in the "Not Certified" category of the Certification Spreadsheet.

6. Who qualifies as a "Newly Hired" teacher/administrator?

A newly hired, or first-year, teacher/administrator is within their first academic year at the school. If a teacher/administrator is hired and begins working at any point in a given academic year, that year counts as their first year of employment. At the start of the next academic year, they will no longer qualify to be included in the "Newly Hired" teacher/administrator section of the Certification Spreadsheet and will need to meet the applicable certification requirement.

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7. If a teacher/administrator leaves our school and returns, are they counted as a “Newly Hired” teacher/administrator?

No. Only those teachers/administrators who are within their first year of employment at the school (see question #6) and not previously employed by the school can be categorized as “Newly Hired.”

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

The head of school 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. Other positions such as assistant principals (that report directly to a principal), deans, athletic directors, guidance counselors, etc., though needing to hold an appropriate certificate for their position, can be included in the appropriate “Faculty and Non-Administrative Professional Staff” section. These professional positions are permitted to be categorized with the 80% needing to be certified, or, if necessary, the 20% non-certified. This allows the school some flexibility with those in a position other than head of school or principal. However, if someone with the title of assistant principal (or vice principal or similar) functions essentially like a principal under a HOS/administrator over a given division of a school, then they would need to hold an administrative certificate and be included in one of the administrator sections of the Certification Spreadsheet.

9. How do I check the status of my, or one of my teacher’s, certification?

You can check the status of an application or certificate online through [Certification Review](#). The User ID is your certificate number, and the password is randomly generated by the Certification Department, initially, and can be changed. If you have not been given login information for Certification Review, please e-mail [certification@acsi.org](mailto:certification@acsi.org). If you are an administrator who oversees teacher certification at your school with a need to access all teacher certification information at your school, please indicate this in your email.

10. I have a degreed teacher who doesn’t have a degree in education but doesn’t intend to take coursework in educational studies. Am I able to apply for a waiver?

No, a Waiver is only for non-degreed personnel, and is only intended for use in specific circumstances for emergencies or specialized course offerings.

11. Does “Total Years Teaching” refer to years just at this school, or a combination of all teaching experience?

This column should include total years of teaching at any K-12 educational institution.

12. What if a teacher/administrator holds a certificate that is recently expired, or the application has been submitted and it is “In Process?”

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Teachers/administrators with a recently expired certificate, or with an application for certification that is “In Process,” should be included on the “Not Certified” section of the certification spreadsheet.

13. Do I include preschool teachers in the certification spreadsheet?

No, only K-12 teachers are listed on this form. If your preschool/EE program is accredited, then you will need to complete the [EE Staffing Report](#) and the [EE Yearly Staff Profile](#) to report on staff numbers and qualifications for that program.

14. Do part-time teachers need to be certified?

Yes, even if a teacher only teaches one or two classes, they must be appropriately included in the 80% of currently certified teachers or 20% of non-certified teachers. The appropriate amount of teaching time is documented in the FTE (Full Time Equivalent) column.

15. What if my administrator also teaches part time?

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 part time while holding just administrator certification, but a teacher cannot function as an administrator with only a teacher certification. 100% of administrators (full and part time) must hold an ACSI administrator certificate. (For more information on what positions are required to hold an administrator certificate, see Question #8 above.)

16. Once the report is complete, what are the minimum acceptable certification percentages?

There must be 100% Administrator certification and at least 80% of Faculty/Professional certification.

17. Should I submit the Certification Spreadsheet as an Excel file, or convert to PDF?

It would be most helpful if you submitted the spreadsheet as an Excel file for the divisional office to process.

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