



# Certification Application

## Contact Information

ACSI Certificate Number (if applicable) \_\_\_\_\_ Social Security Number (last 4 digits) \_\_\_\_\_

Mr.  Miss  Mrs.  Ms.

\_\_\_\_\_  
First Name Middle Name Last Name Maiden Name

\_\_\_\_\_  
Street Address or Post Office Box School E-mail (we need a valid e-mail address to issue certificates)

\_\_\_\_\_  
City State/Province Country Zip Code/Mail Code Home Phone/Cell Phone

\_\_\_\_\_  
Christian School Where Presently Employed (if applicable) School Contact Person and Phone Number

\_\_\_\_\_  
Street Address or Post Office Box

\_\_\_\_\_  
City State/Province Country Zip Code/Mail Code

\_\_\_\_\_  
School Phone School Fax

## ACSI Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4).
9. We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God. (Genesis 1:26–27).

### Affirmation

I hereby affirm by my signature that I subscribe to the ACSI Statement of Faith as it is written and attest that I have not been convicted of a felony, a crime of moral turpitude, or a crime involving child abuse, nor do I have a record of a founded charge of child abuse. Additionally, I have never had a state-issued educator credential, or other professional credential, revoked or otherwise downgraded in status (whether through probation, voluntary surrender, etc.) with the exception of electively allowing a credential otherwise in good standing to lapse.\* I agree to abide by generally accepted biblical principles and ethical guidelines expected of Christian teachers. I understand that any verified violation of this statement may result in revocation of my ACSI certificate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*If you ever have had a state-issued educator credential, or other professional credential, revoked or otherwise downgraded in status, with the exception of electively allowing a credential otherwise in good standing to lapse, you may choose to submit a written statement to [certification@acsi.org](mailto:certification@acsi.org) so that ACSI can review the situation further and make a decision on whether or not to issue an ACSI certificate.

## Applying for

- First-Time Applicant  
 Renewal Applicant (select this option for renewal or additional to a current certification)

## Certification Area

- Early Education Teacher (Birth–PreK)

Elementary Teacher (K–8). Choose one:

- General Classroom Teacher    Specialized Area: \_\_\_\_\_  
 Secondary Teacher (7–12):   Teaching Area(s): \_\_\_\_\_  
 Canadian Teacher

All Levels (K–12). Choose one:

- Art    Bible    Computer Science    ELL    Foreign Language: \_\_\_\_\_    Library/Media  
 Music    Physical Education    Reading    School Counselor    Special Education    Athletic Director

## Administrator

- Elementary Principal    Secondary Principal    All Levels Principal    Assistant Administrator\*    Head of School\*\*  
 Executive Director\*\*\*    Early Education Director (Birth–PreK)

\*Assistant Administrator designation should be used for administrative positions such as Curriculum Director, Academic Dean, Director of Instruction, etc. Applicant must attach documentation from the Head of School stating their position in the school and verifying they have served one year in that position.

\*\*Applicant must attach documentation from a school board member (or the chair) verifying that he or she functions as the chief school officer, has at least one principal serving under him or her, and has completed a minimum of one year as the Head of School.

\*\*\*Applicant must attach documentation from a school board chair verifying that they have at least one educational leader serving under their direction.

## Initial Certification Process

(You have not been previously certified by ACSI or your certification has been expired more than 3 years.\*)

### K–12 applicants submit the following:

- Application
- Application fee: \$75 US funds for each type of certification requested
- Official transcripts verifying at least a bachelor's degree from a regionally accredited college and a copy of a permanent state certification (optional) in requested area. Transcripts must include your name, the college name and location, degree received, and the date degree was awarded. This information must be printed on the transcript by the college. ACSI does not accept a copy of a diploma as verification of a degree. *Degrees earned outside the U.S. require an equivalency report verifying the degree earned is equivalent to at least a bachelor's degree in the U.S. A list of organizations that provide this service can be found on the ACSI website or can be obtained by contacting the Certification Department.*

### Early Education (Birth–PreK) applicants submit the following:

- Application
- Application fee: \$75 US funds
- Copy of current first aid/CPR card
- Official transcripts verifying at least an associate degree (teacher) / bachelor's degree (director) from a regionally accredited college and a copy of a permanent state certification (optional) in requested area. Transcripts must include your name, the college name and location, degree received, and the date degree was awarded. This information must be printed on the transcript by the college. ACSI does not accept a copy of a diploma as verification of a degree.

# ACSI Certification Application

Number of transcripts included with application \_\_\_\_\_

Number of transcripts being sent directly from your college/university \_\_\_\_\_ Date Requested \_\_\_\_\_

Colleges/Universities Attended	Dates Attended	Degrees Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Renewal Certification Process (You have been previously certified by ACSI.)

Attached to the bottom half of your certificate you will find your renewal and upgrade requirements listed. Renewal requirements are specific to each individual based on what they have already completed. It is important to look at your certificate for your specific renewal requirements. If your certificate has been expired for more than 3 years, see below\*

### K-12 Applicants submit the following:

- Application
  - If you are applying for a different area of certification please contact the Certification Department **before** submitting your application to avoid having your materials returned.
- Application fee: \$75 US funds for each type of certification requested
- Verification of renewal requirements
  - Bible CEUs must be completed through an approved college, ACSI approved CEU provider, or ConNEXUS Premium.
  - Educational studies requirements for a temporary certificate must be completed for college credit and require an official transcript from a regionally accredited college/university.
  - Renewal requirements must have been completed since the issue date of the certificate you are renewing. If you have questions, please contact the Certification Department.
  - If you have **CEUs** on your **VPP** in ConNEXUS, **DO NOT** print them out—**mark below**.
  - **DO NOT** resubmit transcripts previously submitted unless new coursework has been taken.

### Early Education (Birth-PreK) Applicants submit the following:

- Application
- Application fee: \$75 US funds for each type of certification requested
- Verification of renewal requirements as listed on the bottom half of your certificate

I have CEUs in my VPP on ConNEXUS.

\*3-Year expiration fee if your file has been expired 3 or more years:

1. You may start over as an initial applicant. You will need to submit copies of official college transcripts that include your name, the college name and location, degree received, and date degree was awarded and a copy of a valid state teaching credential (optional). You may lose credit for any additional documents that are in your expired file, such as CEUs or a completed philosophy checklist unless you are able to produce copies.
2. If you wish to renew your certificate, it will be necessary to pay the additional 3-year expiration fee, which is \$25. You will be required to submit all renewal requirements as listed on the bottom portion of your certificate.

Files that expired prior to 2006 have been destroyed. Please apply as an initial applicant.

# ACSI Certification Application

**Payment Options** \$10 of the application fee is nonrefundable.

**Application fee** \$ \_\_\_\_\_  
(\$75 for each type of certification requested)

**Rush fee** \$ \_\_\_\_\_  
(Additional \$25 for 10 business day processing)

**3-year expiration fee** \$ \_\_\_\_\_  
(\$25 if your certificate has been expired for more than 3 years and you are choosing to renew)

**Content Area Reading Fee** \$ \_\_\_\_\_  
(\$25 if you are a Secondary/All Levels teacher using ACSI's content area reading checklist)

**Reprocessing fee** \$ \_\_\_\_\_  
(\$10 for each type of certification requested; only for returned applications or desired upgrades within 6 months of certificate or letter issue date)

**Total amount enclosed** \$ \_\_\_\_\_  
(Please include check or money order.)

To pay by credit card you **MUST** complete the Online Certification Application.

**Incomplete applications, for any reason, will be returned to you and a \$10 reprocessing fee will be assessed for each type of certification requested when resubmitting materials within six months of an incomplete application.**

Please note: ACSI is now issuing certificates digitally. Applicants will receive an e-mail once the certificate has been issued with instructions for accessing the digital copy of the certificate.