

Initial Certification Documentation

In order to apply for an *initial* ACSI K-12 (Elementary, Secondary, All Levels) teacher or administrator certificate, you must submit the [application](#), fee, and documentation as outlined below.

At least one of the following is required:

- Official transcripts reflecting the completion of at least a bachelor's degree from a college/university that is accredited by a recognized agency (CHEA/USDoE)*
- State, Provincial, or National teacher/administrator licensure or certification**

Please note: Only certain certificates (such as the Head of School, Executive Director, and Assistant Administrator certificates) require a letter verifying a minimal tenure in that position in order to obtain that type of certificate.

Documents that may be helpful but not required for initial certification:

(Many of these may help reduce renewal/upgrade requirements to help you reach the Standard or Professional Level sooner.)

- Transcripts from additional degrees or college coursework completed outside of or beyond a bachelor's degree (especially those reflecting completing of Bible coursework from an approved Christian college/university)
- A letter from a current or previous administrator (on school letterhead) verifying your experience teaching at the level for which you are pursuing ACSI certification (2 years of teaching experience can serve to fulfill the Student Teaching requirement)
- Bible continuing education units (CEUs) earned previously from an ACSI-accredited school or other [approved provider](#)
- [Christian Philosophy of Education](#) (this will be required for the first renewal, but if you have already completed it, it would be beneficial to send)

Documents that are not required and not generally helpful:

- A resume
- Letters of recommendation verifying anything other than classroom teaching or school administration experience
- Certificates from educational/professional clinics, conferences, webinars, etc. (for initial certification, we need to calculate how many semester hours of educational studies coursework you have completed through an undergraduate or graduate degree program – educational/professional CEUs (as opposed to Bible CEUs) will not be beneficial to most ACSI certificates until you have reached the Standard level and need to renew)***

*ACSI has a recognition process for non-accredited colleges/universities. Also, degrees from certain universities outside the United States may require an [equivalency report](#). If you have questions, please contact certification@acsi.org.

**Provisional, substitute, non-tax, or other certificates that are not considered acceptable for full-time classroom teaching in the state/location of issuance would not be applicable to ACSI certification.

***Only in *rare* circumstances would a certificate from completion of an official training program/course that is substantially equivalent, but not equal to, college coursework be considered with an initial application