

Assistant Administrator* Requirements

Requires a letter from the Head of School stating your position in the school and verifying one year served in stated position.

TEMPORARY Valid 2 years (renewable)	STANDARD Valid 5 years (renewable)	PROFESSIONAL Valid 5 years (renewable)
<p>Degree Requirement: Bachelor's from an accredited* college</p> <p>*accrediting agency must be approved by CHEA or the US DOE</p>	<p>Degree Requirement: Bachelor's from an accredited* college</p> <p>*accrediting agency must be approved by CHEA or the US DOE</p>	<p>Degree Requirement: Master's from an accredited* college</p> <p>*accrediting agency must be approved by CHEA or the US DOE</p>
<p>Educational Studies Requirement Not required for initial certification</p>	<p>Educational Studies Requirement – 24 hours + ST:</p> <ul style="list-style-type: none"> • 18 semester hours of college credit in education coursework • 6 semester hours of graduate level college credit in coursework appropriate for position • Student Teaching** 	<p>Educational Studies Requirement – 30 hours + ST:</p> <ul style="list-style-type: none"> • 18 semester hours of college credit in education coursework • 12 semester hours of graduate level college credit in coursework appropriate for position • Student Teaching**
<p>Biblical Studies Requirement: Not required for initial certification</p>	<p>Biblical Studies Requirement: 6 semester hours or 18 CEUs</p>	<p>Biblical Studies Requirement: 9 semester hours or 27 CEUs</p>
<p>Christian Philosophy of Education (CPoE) Requirement: Not required for initial certification</p>	<p>Christian Philosophy of Education (CPoE) Requirement: Required</p>	<p>Christian Philosophy of Education (CPoE Requirement): Required</p>
<p>Example of Renewal Requirements:</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • 3 semester hours of graduate level college credit in coursework appropriate for position • 1 semester or 3 CEUs in biblical studies • CPoE requirement <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>	<p>Renewal Requirements:</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • 2 semester hours or 5 CEUs in Biblical studies • 2 semester hours or 5 CEUs in educational/professional studies <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>	<p>Renewal Requirements:</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • 2 semester hours or 5 CEUs in Biblical studies • 2 semester hours or 5 CEUs in educational studies <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>

*An ACSI Assistant Administrator certificate covers kindergarten (age 5) through grade 12. It is for administrative positions such as Curriculum Coord., Academic Dean, Dir. of Instruction, Dir. of Professional Development, etc. Not intended for the Head of School.

**The student teaching requirement can be waived via a letter from your supervisor stating you have performed the full duties of a classroom teacher and/or administrator for at least 2 years full-time at the elementary and/or secondary levels [kindergarten (age 5) through grade 12].

Helpful Information

Initial Certification:

1. Submit application and fee as listed. (available through the [ACSI website](#))
2. Submit transcript(s) showing college name, location, degree granted, and date degree was granted. A copy of a **diploma** does **NOT** serve as proof of a degree. A clear photocopy of a transcript is acceptable as long as the name(s) and location(s) of the college/university, and the degree(s) and date(s) of degree(s) are printed by the college/university on all transcripts submitted. **As of September 1, 2018, ACSI only accepts official transcripts. If you are completing the online application, you may upload a digital file of the original copy of your official transcript.**

Renewal Information:

All renewals/upgrades require an application and the fee. Send all renewal/upgrade materials together. Do **NOT** send individually without an application and fee or they will be returned to you.

1. To receive credit for college coursework, ACSI will accept a transcript (official or copy of official) that includes the applicant's name, college name, location, course name, credits received and date of completion.
2. Detailed information concerning CEUs can be found on the [ACSI website](#).
3. To receive CEU credit for in-services, workshops, conferences, and/or Bible studies, etc., content must be pre-approved through the online CEU approval process and credit issued by an ACSI-approved CEU provider. Please submit copies of your CEU certificates or mark on the certification application that your CEUs are located in your VPP (Virtual Professional Portfolio) on ConNEXUS. CEUs uploaded to your VPP **do not** have to be printed. Please note: **All CEUs issued by ACSI-approved K-12 Provider Schools must be uploaded to your VPP. ACSI will no longer accept paper CEUs issued by ACSI schools starting January 1, 2018. Paper CEUs issued prior to this date will still be accepted as long as the course has been approved.**
4. If you have 30 semester hours or more in Bible, Bible CEUs will be waived for renewal of an ACSI Standard or Professional certificate. This will be determined upon ACSI's evaluation of your transcripts. This does not apply to a Bible Specialist certification.
5. Keep a photocopy of each item sent to ACSI, or send photocopies and keep originals.
6. **Educational coursework should be appropriate for your position and may include courses such as: Supervision and Leadership, Curriculum Theory and Development, Finance and Business Management in Education, School Law, Fundraising and Development, Current Trends and Issues in Education, Technology in Administration, Tests and Measurements, Organizational Climate, etc.** If you have questions about a specific course, please contact the ACSI Certification Office.

Lifetime Certification:

A Lifetime certificate will be issued after 10 years at the Professional level; submission of renewal requirements; and verification of 10 years working in a Christian school setting.

ACSI Certification Department, 731 Chapel Hills Dr., Colorado Springs, CO 80920
Toll Free: (888) 839-8101, Fax: (866) 213-7085, Email: certification@acsi.org