

Early Education Director Requirements

EE certification is not a requirement for ACSI accreditation

Provisional Valid 3 years (non-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>First Aid/CPR: Required</p>	<p>First Aid/CPR: Required</p>	<p>First Aid/CPR: Required</p>
<p>Educational Studies Requirement: Not required for initial certification</p>	<p>Educational Studies Requirement – 18 credit hours:</p> <ul style="list-style-type: none"> • 9 semester hours of college credit in early childhood/child development coursework or CDA • 9 semester hour of college credit in administration/business coursework* 	<p>Educational Studies Requirement – 18 credit hours:</p> <ul style="list-style-type: none"> • 9 semester hours of college credit in early childhood/child development coursework or CDA • 9 semester hour of college credit in administration/business coursework*
<p>Biblical Studies Requirement: Not required for initial certification</p>	<p>Biblical Studies Requirement: 12 clock hours (2 CEUs) in Bible*</p>	<p>Biblical Studies Requirement: 24 clock hours (4 CEUs) in Bible*</p>
<p>Principles and Practices of Christian Early Education: Not required for initial certification</p>	<p>Principles and Practices of Christian Early Education: Required</p> <p>May be purchased through ACSI Purposeful Design store.</p>	<p>Principles and Practices of Christian Early Education: Required</p> <p>May be purchased through ACSI Purposeful Design store.</p>
<p>Non-Renewable</p>	<p>Renewal Requirements:</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • Current First Aid/CPR card • 20 clock hours in Bible • 60 clock hours in early childhood education <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"> • Current First Aid/CPR card • 20 clock hours in Bible • 60 clock hours in early childhood education <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>

The Early Education Director certificate covers ages Birth through PreK.

* See page 2 to find a list of options that will fulfill this requirement

Helpful Information

Initial Certification:

1. Submit application and fee (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 credit for biblical studies your School Supervisor must pre-approve all studies and the [Biblical Studies Verification Form](#) must be completed and signed by both your School Supervisor and Instructor/Course Leader. To determine what is acceptable for Bible, please refer to #4 on the [ACSI Biblical Studies Requirements](#) document.
4. Keep a photocopy of each item sent to ACSI, or send photocopies and keep originals.
5. **Administration/Business coursework would include: Curriculum and Assessment, Coaching and Mentoring, Educational Policy, Supervision and Assessment, Legal Issues in Educational Leadership, Teacher Appraisal and Development, Financial Reporting and Analysis, Educational Law, Finance, Economics and Decision Making, 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