

## Executive Director<sup>1</sup> Requirements

TEMPORARY	STANDARD	PROFESSIONAL
Valid 2 years (renewable)	Valid 5 years (renewable)	Valid 5 years (renewable)
<b>Degree</b>	<b>Degree</b>	<b>Degree</b>
Bachelor's from an accredited <sup>2</sup> college	Graduate degree in applicable area (education, business, law, leadership, etc.) from accredited <sup>2</sup> college	Graduate degree in applicable area (education, business, law, leadership, etc.) from accredited <sup>2</sup> college
<b>Educational Studies</b>	<b>Educational Studies</b>	<b>Educational Studies</b>
Not required for initial application	<ul style="list-style-type: none"> <li>Letter verifying position and at least 1 Principal/Instructional Administrator reporting to applicant</li> </ul>	<ul style="list-style-type: none"> <li>Letter verifying position and at least 1 Principal/Instructional Administrator reporting to applicant</li> </ul>
<b>Biblical Studies</b>	<b>Biblical Studies</b>	<b>Biblical Studies</b>
Not required for initial application	3 semester hours or 54 CEUs <sup>3</sup> in Bible	6 semester hours or 108 CEUs <sup>3</sup>
<b>Christian Philosophy of Education</b>	<b>Christian Philosophy of Education</b>	<b>Christian Philosophy of Education</b>
Not required for initial application	Required	Required
<b>Renewal Requirements</b>	<b>Renewal Requirements</b>	<b>Renewal Requirements</b>
<b>May include:</b> <ul style="list-style-type: none"> <li>Graduate degree in applicable area (education, business, law, leadership, etc.)</li> <li>1 semester hour or 18 CEUs<sup>3</sup> in biblical studies (if Standard Level Biblical Studies requirement is not met)</li> <li>CPoE requirement (if not previously completed)</li> </ul>	<b>May include:</b> <ul style="list-style-type: none"> <li>30 CEUs<sup>3</sup> (or equivalent semester hours) in Bible</li> <li>30 CEUs<sup>3</sup> (or equivalent semester hours) in Education</li> </ul>	<b>May include:</b> <ul style="list-style-type: none"> <li>30 CEUs<sup>3</sup> (or equivalent semester hours) in Bible</li> <li>30 CEUs<sup>3</sup> (or equivalent semester hours) in Education</li> </ul>

*\*This certificate is for those individuals who do not qualify for HOS Certificate with education hours, but have valid degrees in business, finance, law, etc. from CHEA-accredited institutions. Individuals who are chiefly responsible for the financial, operational, and developmental aspects of the school, but do not oversee the direct day-to-day educational/curricular concerns would fit into this category for certification. This person would have at least one principal who oversees the instructional program including the curricular program, faculty supervision, and student learning.*

<sup>1</sup> The Executive Director certificate covers kindergarten (age 5) through grade 12.

<sup>2</sup> Accrediting agency must be approved by CHEA or the US Dept of Education.

<sup>3</sup> 1 CEU = 1 clock hour

## Helpful Information

### Initial Certification:

1. Submit the application and fee as listed. (available through the [ACSI website](#))
2. Submit official 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.

### Renewal Information:

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

1. To receive credit for college coursework, ACSI will accept an official transcript 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., the continuing education must be completed through an approved provider. (ACSI accredited schools are automatically approved providers, and administrators from accredited schools with appropriate account access are able to simply add completed CEUs to their teachers' VPP.) Adding a third-party CEU to your VPP is now available (these will be reviewed by ACSI during the application review process). While completing your certification application, you will be able to choose which CEUs you would like to be applied to your ACSI certificate.
4. If you have earned at least 30 semester hours of college credit in approved Bible coursework, 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.
5. Keep a photocopy of each item sent to ACSI or send photocopies and keep originals.
6. Educational Leadership coursework can include: 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.

### 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, PO Box 62249, Colorado Springs, CO 80962

Email: [certification@acsi.org](mailto:certification@acsi.org)