

Head of School¹ Requirements

TEMPORARY	STANDARD	PROFESSIONAL
Valid 2 years (renewable)	Valid 5 years (renewable)	Valid 5 years (renewable)
Degree	Degree	Degree
Bachelor's from an accredited ² college	Bachelor's from an accredited ² college	Master's from an accredited ² college
Educational Studies	Educational Studies	Educational Studies
Not required for initial application	<ul style="list-style-type: none"> 18 semester hours in Education 18 graduate-level semester hours in Educational Administration Letter verifying position and at least 1 Principal/Instructional Administrator reporting to applicant All of the above, OR <ul style="list-style-type: none"> A state, provincial, or national Head of School certificate³ 	Standard Level requirements plus: <ul style="list-style-type: none"> Additional 3 semester hours of college credit in education Additional 3 semester hours of college credit in Educational Administration All of the above, OR <ul style="list-style-type: none"> A state, provincial, or national Head of School certificate³
Biblical Studies	Biblical Studies	Biblical Studies
Not required for initial application	3 semester hours or 54 CEUs ⁴ in Bible	6 semester hours or 108 CEUs ⁴
Christian Philosophy of Education	Christian Philosophy of Education	Christian Philosophy of Education
Not required for initial application	Required	Required
Renewal Requirements	Renewal Requirements	Renewal Requirements
May include: <ul style="list-style-type: none"> 3 semester hours of college credit in education or 3 semester hours of college credit in Educational Administration (if Standard Level Educational Studies requirements are not met) 1 semester hour or 18 CEUs⁴ in biblical studies (if Standard Level Biblical Studies requirement is not met) CPoE requirement (if not previously completed) 	May include: <ul style="list-style-type: none"> 30 CEUs⁴ (or equivalent semester hours) in Bible 30 CEUs⁴ (or equivalent semester hours) in Education 	May include: <ul style="list-style-type: none"> 30 CEUs⁴ (or equivalent semester hours) in Bible 30 CEUs⁴ (or equivalent semester hours) in Education

¹ The Head of School certificate covers kindergarten (age 5) through grade 12.

² Accrediting agency must be approved by CHEA or the US Dept of Education.

³ Certificates that qualify would be full state certificates requiring ongoing professional development. Emergency, temporary, substitute, non-tax, non-public or other types of certificates that would lack full standing in a public school would not apply. If the only thing missing to bring the certificate into full standing is teaching experience, which some states require, it may qualify upon review.

⁴ 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 a 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 Administration coursework can include: Supervision and Leadership, Curriculum Theory and Development, Finance and Business Management in Educational Administration, 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, PO Box 62249, Colorado Springs, CO 80962

Email: certification@acsi.org