

## Secondary Teacher Certificate (Content Emphasis)

A secondary content area teacher may apply for a “Content Emphasis” certification, which will exempt the teacher from the semester hours in educational studies requirement, if the following conditions are met:

1. The teacher is currently teaching in an ACSI school
2. The teacher holds a master’s degree or above in the specific content area the teacher is assigned to teach
3. The teacher has completed at least 1 year of classroom teaching experience with a pattern of exceptional teaching and continued professional development

Interested candidates who meet the above criteria may apply for the Secondary Teacher – Content Emphasis certificate utilizing the process outlined in steps 1-4 below:

1. ACSI’s certification application
2. Application fee
3. Master’s degree transcripts reflecting a completed degree in content area (if not previously submitted to ACSI)
4. Letter from school administrator requesting the “Content Emphasis” certificate and confirming at least 1 year of classroom teaching experience with a pattern of exceptional teaching and continued professional development

Renewal requirements may include the following, based on an evaluation of previous work completed:

1. 1 semester hour or 3 CEUs in educational studies
2. 1 semester hour or 3 CEUs in Bible (if not fulfilled by the completion of at least 6 semester hours in Bible on previously submitted transcripts)
3. Christian Philosophy of Education as required on the individual’s certificate

In order to renew the “Content Emphasis” certificate, the teacher will be responsible to complete at least 3 educational studies CEUs and 3 Bible CEUs within the two-year term of the certificate, submitting an application, fee, and CEUs for renewal every two years. This process will continue until the teacher obtains at least 9 semester hours OR 27 CEUs (or a combination of semester hours and CEUs) in educational studies\* and at least 6 semester hours OR 18 CEUs (or a combination of CEUs and their semester hour equivalent) in Bible. At that point, the teacher would be eligible to receive a Standard Level 5-year certificate requiring 5 CEUs in educational studies\* and 5 CEUs in Bible to renew.

In order to upgrade from the Standard Certificate to the Professional Certificate, the individual would have to complete a 3-semester hour (college credit) content area literacy course, an additional 18 CEUs (or a combination of CEUs and their semester hour equivalent) in educational studies\*, and an additional 9 CEUs (or a combination of CEUs and their semester hour equivalent) in Bible.

\*For those teachers who also teach at the collegiate level, continuing education earned as part of the requirements for their collegiate position are able to be applied to the educational studies CEU requirement for the ACSI certificate with appropriate documentation. Contact the certification department ([www.acsi.org/certification\\_questions](http://www.acsi.org/certification_questions)) for the process.

# Secondary Teacher Requirements – Content Emphasis

<b>TEMPORARY</b> Valid 2 years (renewable)	<b>STANDARD</b> Valid 5 years (renewable)	<b>PROFESSIONAL</b> Valid 5 years (renewable)
<p><b><i>Degree Requirement:</i></b></p> <p>Masters (in content area) from a regionally accredited* college</p> <p>*accrediting agency must be approved by the US DOE</p>	<p><b><i>Degree Requirement:</i></b></p> <p>Masters (in content area) from a regionally accredited* college</p> <p>*accrediting agency must be approved by the US DOE</p>	<p><b><i>Degree Requirement:</i></b></p> <p>Masters (in content area) from a regionally accredited* college</p> <p>*accrediting agency must be approved by the US DOE</p>
<p><b><i>Educational Studies Requirement:</i></b></p> <ul style="list-style-type: none"> <li>• Master’s degree in teaching field (30+ semester hours of graduate credit in teaching field)</li> <li>• 1 year of successful classroom teaching experience</li> </ul>	<p><b><i>Educational Studies Requirement:</i></b></p> <ul style="list-style-type: none"> <li>• Master’s degree in teaching field (30+ semester hours of graduate credit in teaching field)</li> <li>• 9 semester hours or 27 CEUs in education</li> <li>• 1 year of successful classroom teaching experience</li> </ul>	<p><b><i>Educational Studies Requirement:</i></b></p> <ul style="list-style-type: none"> <li>• Master’s degree in teaching field (30+ semester hours of graduate credit in teaching field)</li> <li>• 15 semester hours or 45 CEUs in education</li> <li>• 3 semester hours of college credit in content area reading</li> <li>• 1 year of successful classroom teaching experience</li> </ul>
<p><b><i>Biblical Studies Requirement:</i></b></p> <p>Not required for initial certification</p>	<p><b><i>Biblical Studies Requirement:</i></b></p> <p>6 semester hours or 18 CEUs</p>	<p><b><i>Biblical Studies Requirement:</i></b></p> <p>9 semester hours or 27 CEUs</p>
<p><b><i>Christian Philosophy of Education (CPoE) Requirement:</i></b></p> <p>Not required for initial certification</p>	<p><b><i>Christian Philosophy of Education (CPoE) Requirement:</i></b></p> <p>Required</p>	<p><b><i>Christian Philosophy of Education (CPoE) Requirement:</i></b></p> <p>Required</p>
<p><b><i>Example of Renewal Requirements:</i></b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>• 1 semester hour or 3 CEUs in education</li> <li>• 1 semester hour or 3 CEUs in biblical studies</li> <li>• CPoE requirement</li> </ul> <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>	<p><b><i>Renewal Requirements:</i></b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>• 2 semester hours or 5 CEUs in Biblical studies</li> <li>• 2 semester hours or 5 CEUs in educational/professional studies</li> </ul> <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>	<p><b><i>Renewal Requirements:</i></b></p> <p>Complete the following:</p> <ul style="list-style-type: none"> <li>• 2 semester hours or 5 CEUs in Biblical studies</li> <li>• 2 semester hours or 5 CEUs in educational studies</li> </ul> <p><i>Requirements will be listed on the bottom of the certification certificate.</i></p>

The Secondary Teacher certificate covers grade 7 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 Studies course work can include: Reading in the Content Areas, Classroom Management, Curriculum Development, Educational Assessments, Teaching Bible, Differentiated Learning, Improving Student Thinking, Cooperative Learning in the Classroom, 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](mailto:certification@acsi.org)