

PROFESSIONAL EMPLOYEE CERTIFICATION SERVICE OF THE SOUTH CAROLINA ASSOCIATION OF CHRISTIAN SCHOOLS

South Carolina Association of Christian Schools (SCACS) has developed the Professional Employee Certification Service (PECS) for the benefit of Christian schools. The Service provides objective standards for evaluating and recognizing the preparation and experience of current and prospective school employees. The PECS Program Coordinator, under the direction of the SCACS Executive Board, administers the PECS program.

PECS also provides parents with the assurance that professional educators have examined the credentials of those to whom they entrust their children for academic training. This Service does not evaluate the spiritual characteristics of personnel, except to require that the employing school recommend the applicant and that the applicant subscribe wholeheartedly to the PECS Statement of Faith.

This service to schools and parents must not be misconstrued as a license to teach or to perform other duties in a Christian school, and it should never be represented as such to parents or to governmental entities. The program simply provides a uniform procedure for appraising professional credentials.

Certificates may be revoked at any time if minimum professional or spiritual standards are not maintained. The employee will be notified and given 30 days to appeal to the SCACS Executive Board, which, if necessary, may choose to hear further appeals.

Certificates are issued for the following seven titles: Early Childhood Teacher, Elementary Teacher, Secondary Teacher, Special Education Teacher, All Level Teacher, Specialist, and Administrator. Three levels of certification are available: Provisional, Professional, and Advanced Professional.

INSTRUCTIONS FOR SUBMITTING THE CERTIFICATION APPLICATION

Applicant: Please read the above description of the Professional Employee Certification Service carefully.

1. Answer **all** questions on the application form, including requested certificate, title(s), and endorsement(s).
2. Have official transcripts sent to PECS office.
3. Submit these materials to your administrator for review and signature.
4. **If applying for renewal, please enclose all documentation to verify contact hour/CEU professional development.** College course work should be verified with an updated transcript.

Administrator: We appreciate your help in expediting the approval process. Please review the form(s) and sign.

Mail application and certification fee to the following address:

PECS
615 St. Andrews Road
Columbia, SC 29210

College and/or Training: To protect the testimony and credibility of the PECS certification program, all degrees and training credits must be issued from reputable sources with verifiable credentials. **Degrees and coursework taken at a college of questionable reputation will not be recognized. Degrees earned primarily through correspondence work will not be recognized.** Institutions or programs which are not accredited by a nationally recognized accrediting agency will be considered on an individual basis after investigation and evaluation of the school's program. Teachers seeking recertification and upgrades for their credentials should check with the PECS office before taking the course work if there is any question of validity. **No CLEP credits are accepted for certificate renewal.**

PROFESSIONAL EMPLOYEE CERTIFICATION SERVICE

Certificate Titles	Provisional	Professional	Advanced Professional
<i>Early Childhood Teacher</i> (Daycare through K4)	No Degree No Endorsement 1 Year Experience 3-Year Certificate Renewal-4.5 CEU or 3 SH toward degree	AA/CDA/BA/BS Endorsement 5-Year Certificate Renewal-7.5 CEUs or 5 SH	BA/BS/MA/MS Endorsement + 5 Years' Experience 7-Year Certificate Renewal-10.5 CEUs or 7 SH
<i>Elementary Teacher</i> (K5 through Grade 8)	BA/BS No Endorsement 3-Year Certificate Renewal-4.5 CEUs or 3 SH toward upgrade	BA/BS Endorsement 5-Year Certificate Renewal-7.5 CEUs or 5 SH	MA/MS Endorsement + 5 Years' Experience 7-Year Certificate Renewal-10.5 CEUs or 7 SH
<i>Secondary Teacher</i> (Grades 7-12)	BA/BS No Endorsement 3-Year Certificate Renewal-4.5 CEUs or 3 SH toward upgrade	BA/BS Endorsement 5-Year Certificate Renewal-7.5 CEUs or 5 SH	MA/MS Endorsement + 5 Years' Experience 7-Year Certificate Renewal-10.5 CEUs or 7 SH
<i>Special Education Teacher</i>	BA/BS At least 6 SH in Special Educ. No Endorsement 3-Year Certificate Renewal-4.5 CEUs or 3 SH toward upgrade	BA/BS Endorsement 5-Year Certificate Renewal-7.5 CEUs or 5 SH	MA/MS Endorsement + 5 Years' Experience 7-Year Certificate Renewal-10.5 CEUs or 7 SH
<i>All Level Teacher</i> (Music, Art, Speech Physical Education, etc.)	BA/BS No Endorsement 3-Year Certificate Renewal-4.5 CEUs or 3 SH toward upgrade	BA/BS Endorsement 5-Year Certificate Renewal-7.5 CEUs or 5 SH	MA/MS Endorsement + 5 Years' Experience 7-Year Certificate Renewal-10.5 CEUs or 7 SH
<i>Specialist</i> (Bible, Computer, Technology, Counseling, Library, etc.)	BA/BS No Endorsement 3-Year Certificate Renewal-4.5 CEUs or 3 SH toward upgrade	BA/BS Specialist Endorsement 5-Year Certificate Renewal-7.5 CEUs or 5 SH	MA/MS Specialist Endorsement + 5 Years' Experience 7-Year Certificate Renewal-10.5 CEUs or 7 SH
<i>Administrator</i>	BA/BS 3 Years' Experience 3-Year Certificate Renewal-4.5 CEUs and 3 SH toward upgrade	MA/MS Educational Leadership Endorsement 5-Year Certificate 7.5 CEUs or 5 SH (See alternative routes to professional certification)	Ed.S/Ed.D Educational Leadership Endorsement + 5 Years' Experience 9-Year Certificate Renewal-9 CEUs or 6 SH

EARLY CHILDHOOD TEACHER (Daycare through K4)

PROVISIONAL: This certificate is issued to applicants who have not earned a post-secondary degree. Verification of high school graduation is required. Applicants must also have 1 year of experience in the preschool setting. The certificate is valid for three years and may be renewed upon completion of 45 contact hours (4.5 CEU) of training or 3 semester hours toward an education degree. No endorsements available. Applicant must be current with all state regulated training.

PROFESSIONAL: This certificate is issued to applicants who have earned an AA/CDA/BA/BS certification or degree in Early Childhood Education. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available for Bachelor degree applicants.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who have earned a BA/BS/MA/MS degree in Early Childhood Education, and who have at least 5 years' experience teaching in Christian schools and meet the Christian philosophy/Biblical Worldview requirement. It is valid for 7 years and may be renewed upon completion of 105 contact hours (10.5 CEU) of training or 7 semester hours. Endorsements available.

ELEMENTARY TEACHER (K5 through Grade 8)

PROVISIONAL: This certificate is issued to applicants who have earned a non-education Bachelor of Arts or Bachelor of Science degree but do not qualify for an endorsement in Elementary Education. It is valid for three years and may be renewed upon completion of 45 contact hours (4.5 CEU) of training or 3 semester hours toward an education degree or elementary endorsement. No endorsements available.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science degree in Elementary Education or who have a non-education BA/BS degree and qualify for an Elementary Education endorsement. Applicants also meet Christian philosophy /Biblical worldview requirements. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available.

Note: BA/BS in education certificates will require Christian philosophy/Biblical worldview to maintain Professional certification at first renewal.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who qualify for Professional certification, have earned a Master of Arts, Master of Science, or Master of Education degree, and who have at least five years experience teaching in Christian schools. It is valid for 7 years and may be renewed upon completion of 105 contact hours (10.5 CEU) of training or 7 semester hours. Endorsements available.

SECONDARY TEACHER (Grades 7-12)

PROVISIONAL: This certificate is issued to applicants who have earned a non-education Bachelor of Arts or Bachelor of Science degree but do not qualify for an endorsement in Secondary Education. It is valid for 3 years and may be renewed upon completion of 45 contact hours (4.5 CEU) of training or 3 semester hours toward an education degree or secondary endorsement. No endorsements available.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science degree in Secondary Education or who have a non-education BA/BS degree and qualify for a Secondary Education endorsement. Applicants also meet Christian philosophy/Biblical worldview requirement. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available.

Note: BA/BS in education certificates will require Christian philosophy/Biblical worldview to maintain Professional certification at first renewal.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who qualify for Professional certification, have earned a Master of Arts, Master of Science, or Master of Education degree, and who have at least five years' experience teaching in Christian schools. It is valid for 7 years and may be renewed upon completion of 105 contact hours (10.5 CEU) of training or 7 semester hours. Endorsements available.

SPECIAL EDUCATION TEACHER

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science degree, have at least 6 SH in Special Education. It is valid for 3 years and may be renewed upon completion of 45 contact hours (4.5 CEU) of training or 3 semester hours toward an education degree or secondary endorsement. No endorsements available.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science degree in Special Education and meet Christian philosophy/Biblical worldview requirements. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who qualify for Professional certification, have earned a Master of Arts or Master of Science degree, and who have at least five years' experience teaching in Christian schools. It is valid for seven years and may be renewed upon completion of 105 contact hours (10.5 CEU) of training or 7 semester hours. Endorsements available.

ALL LEVEL TEACHER (Music, Art, Speech, Physical Education, etc.)

PROVISIONAL: This certificate is issued to applicants who have earned a non-education Bachelor of Arts or Bachelor of Science degree but do not qualify for a specialized field endorsement. It is valid for 3 years and may be renewed upon completion of 45 contact hours (4.5 CEU) of training or 3 semester hours toward an education degree or specialized field endorsement. No endorsements available.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science in education with specialized field endorsement(s) or qualify for education endorsement. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who qualify for Professional certification, have earned a Master of Arts or Master of Science degree, and who have at least five years' experience in Christian schools. It is valid for 7 years and may be renewed upon completion of 105 contact hours (10.5 CEU) of training or 7 semester hours. Endorsements available.

SPECIALIST **(Bible, Computer, Technology, Counseling, Library, etc.)**

PROVISIONAL: This certificate is issued to applicants who have earned a non-education Bachelor of Arts or Bachelor of Science degree but do not qualify for a specialized field endorsement. It is valid for 3 years and may be renewed upon completion of 45 contact hours (4.5 CEU) of training or 3 semester hours toward an education degree or specialized field endorsement. No endorsements available.

PROFESSIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science in specialized field(s) and meet Christian philosophy/Biblical worldview requirements. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who qualify for Professional certification, have earned a Master of Arts or Master of Science degree, and qualify for education endorsement and who have at least five years' experience in Christian schools. It is valid for 7 years and may be renewed upon completion of 105 contact hours (10.5 CEU) of training or 7 semester hours. Endorsements available.

ADMINISTRATOR

PROVISIONAL: This certificate is issued to applicants who have earned a Bachelor of Arts or Bachelor of Science degree, but do not qualify for the endorsement in Educational Administration. It is valid for 3 years and may be renewed upon completion of 6 semester hours toward an Educational Administration degree. **Note: This certificate cannot be renewed without course work toward the educational administration endorsement.**

PROFESSIONAL: This certificate is issued to applicants who have earned a BA/BS/MA/MS degree and who qualify for an endorsement in Educational Administration (see page 7) and meet the Christian philosophy/Biblical worldview requirements. It is valid for 5 years and may be renewed upon completion of 75 contact hours (7.5 CEU) of training or 5 semester hours. Endorsements available.

ADVANCED PROFESSIONAL: This certificate is issued to applicants who qualify for Professional Certification, have earned a doctoral degree in Educational Administration/Leadership, and have at least 5 years' experience in Christian schools. It is valid for 9 years and may be renewed upon completion of 90 contact hours (9 CEU) of training or 6 semester hours. Endorsements available.

RENEWALS

Courses taken for renewal of a certificate must be academic courses related to the teaching field (i.e. Teaching English, Teaching Math, Teaching Techniques, Tests and Measurements, Adolescent Psychology, Child Psychology, etc.). All other training should be related to the teaching/administration profession. No training in First Aid, CPR, BBP, etc. will count toward renewal. For non-educational instruction related to one's teaching position, training should be approved by PECS before attending the workshops/courses.

CONVERSIONS

- 1 Contact Hour = 50 – 60 Minutes
- 1 Semester Hour (SH) = 15 Contact Hours or 1.5 CEU
- 1 CEU = 10 Contact Hours

SEMESTER HOUR & CONTACT HOUR POLICIES

South Carolina Association of Christian Schools

Staff certified by SCACS may accrue contact hours and semester hours as follows:

1. Faculty may attend SCACS conventions, C-Net workshops, and other similar training sessions. One contact hour (.1 CEU) will be issued for each 50-60 minute workshop attended. **No partial credit of less than 30 minutes will be granted.** A training log is provided in the PECS manual for the Administrator to complete and submit to PECS with renewal application **and documentation of training.**
2. Faculty may attend training sessions held by other credible organizations. Credit for 1 contact hour will be issued per 50-60 minute session attended. Official copy of work done must be submitted to the PECS office on appropriate company/college letterhead or form.
3. **No CLEP work will be accepted for renewal.**
4. Faculty may attend in-house training provided by a Christian school as long as the following criteria are met:
 - a. The trainer must have at least a Bachelor degree and five years teaching experience.
 - b. The courses must be given in at least 50-minute segments to earn 1 contact hour.
 - **c. Professional videos/DVDs/online webinars, etc. related to teaching or specialized fields may be used. However, credit will still be issued according to the 50-minute rule. **Note: Audio recordings are not generally accepted as renewal credit.**
 - d. A contact hour log for each staff member must be maintained by the school/teacher. A form for that log is available in the PECS manual. The completed log must be submitted along with the certification renewal application and **training documentation** to the PECS office.
5. Audit courses on a college level may also receive 1 contact hour per 50 minute session. Documentation from the college must be furnished to PECS.
6. A workshop leader earns twice the contact hour credit for each session presented. A leader must study and prepare for each presentation, hence the extra credit. For example, a workshop leader presenting a 50 minute session will earn 2 contact hours. This will apply to in-house training, conventions, and C-Net training.

****A maximum of five hours credit may be earned by viewing videos, etc. or using in-house personnel in a 12-month period.**

1 Contact Hour = 50 – 60 Minutes
1 Semester Hour = 15 Contact Hours
1 CEU = 10 Contact Hours

ENDORSEMENTS

Teachers may receive an endorsement by choosing one of the options listed under each category. Each option listed is for the purpose of **professional** or **advanced professional certification**.

Early Childhood Education

- ◆ Professional Certification—AA/CDA degree or certificate in Early Childhood Education
- ◆ Professional/Advanced Professional Certification—BA or BS degree in Early Childhood Education
- ◆ Advanced Professional Certification—MA or MS degree in Early Childhood Education and Christian philosophy/Biblical worldview course work/training

Elementary Education

- ◆ Professional Certification—BA or BS degree in Elementary Education or
- ◆ Professional Certification—Complete the following:
 - ☑ A non-education BA or BS degree
 - ☑ 6 semester hours in methods classes (i.e. Materials and Methods, Teaching Technology, Teaching Math, Teaching Reading, etc.) **OR** complete 3 semester hours in methods classes and 30 contact hours in specified workshops recommended and/or provided by PECS.
 - ☑ 3 semester hours in Child Psychology
 - ☑ Nine weeks of supervised teaching* or 3 years' experience
- ◆ Advanced Professional Certification—MA/MS degree in Elementary Education or MA/MS degree with professional level endorsement and 5 years' experience
- ◆ **Note:** Requires Christian philosophy/Biblical worldview course work/training

Secondary Education

- ◆ Professional Certification—BA or BS degree in Secondary Education with at least 18 semester hours in the endorsed academic discipline or
- ◆ Professional Certification—Complete the following:
 - ☑ A non-education BA or BS degree
 - ☑ 6 semester hours in methods classes (i.e. Materials and Methods, Teaching Technology, Teaching Math, Teaching Reading, etc.) **OR** complete 3 semester hours in methods classes and 30 contact hours in specified workshops recommended and/or provided by PECS.
 - ☑ 3 semester hours in Adolescent Psychology
 - ☑ Nine weeks of supervised teaching* or 3 years' experience
- ◆ Advanced Professional Certification—MA/MS degree in Secondary Education or MA/MS degree with professional level endorsement and 5 years' experience
- ◆ **Note:** Requires Christian philosophy/Biblical worldview course work/training

Special Education

- ◆ Professional—BA or BS degree in Special Education
- ◆ Advanced Professional—MA or MS degree in Special Education or MA/MS degree with professional endorsement and 5 years' experience
- ◆ **Note:** Requires Christian philosophy/Biblical worldview course work/training

All Level (Music, Art, Speech, Physical Education, etc.)

- ◆ Professional Certification—BA or BS degree in Education with specialized field endorsement
- ◆ Professional Certification—Complete the following:
 - ☑ A non-education BA or BS degree
 - ☑ 6 semester hours in methods classes related to specialized field **OR** complete 3 semester hours in methods classes and 30 contact hours in specified workshops recommended and/or provided by PECS.
 - ☑ 3 semester hours in Educational Psychology or similar course
 - ☑ Nine weeks of supervised teaching* or 3 years' experience
- ◆ Advanced Professional Certification—MA/MS degree in Education and specialized field endorsement or MA/MS degree with professional level endorsement and 5 years' experience
- ◆ **Note:** Requires Christian philosophy/Biblical worldview course work/training

Specialist (Bible, Computer, Technology, Counseling, Library, etc.)

- ◆ Professional Certification—BA or BS degree in specialized field
- ◆ Advanced Professional—Complete the following:
 - ☑ MA/MS degree in specialized field or MA/MS degree with professional level endorsement
 - ☑ Nine weeks of supervised teaching* or 3 years' experience
 - ☑ 3 semester hours in Educational Psychology or similar course
 - ☑ 6 semester hours in methods' classes related to specialized field **OR** complete 3 semester hours in methods classes and 30 contact hours in specified workshops recommended and/or provided by PECS.
- ◆ **Note:** Requires Christian philosophy/Biblical worldview course work/training

Educational Administration (Professional Only)

- ◆ A MA or MS degree in Educational Administration or
- ◆ A MA or MS degree in Education + 6 hours in educational administration classes or
- ◆ A MA or MS degree + 12 hours in educational administration classes or
- ◆ Complete the following:
 - ☑ A BA/ BS degree in Education + 6 years experience teaching and/or administration
 - ☑ 12 semester hours in educational administration classes
 - ☑ Nine weeks of supervision by the chairman of the board or pastor or
- ◆ Complete the following:
 - ☑ A non-education BA/BS degree + 6 years experience teaching and/or administration
 - ☑ 18 semester hours in educational administration classes
 - ☑ Nine weeks of supervision by the chairman of the board or pastor
- ◆ **Note:** Requires Christian philosophy/Biblical worldview course work/training

Notes:

1. Applicants may request endorsement for any area(s) in which they can present adequate credentials. They may request an additional endorsement for subject areas in which they have completed 18 semester hours of work.
2. **If degree is not from a Christian college/university**, applicants must complete fifteen instructional hours in Christian philosophy of education or Biblical worldview to qualify for Professional Certification.
3. **If the applicant does not have student teaching experience or at least 3 years' teaching experience**, a completed Supervised Teacher Verification form from the administrator must be included to qualify for Professional or Advanced Professional certification. This form with instructions is available in the PECS manual.

Expired Certifications

Expired certifications can be renewed with appropriate documentation and a late fee. Renewals will be dated from the expiration date if renewed within a year. Certificates which have been expired for more than a year can only be renewed with an additional 15 hours of training above the required number for regular renewal.

Professional Employee Certification Service Teacher Certification Checklist

New Certification:

_____ *PECS* Application for Certification (*PECS* Manual)

A completed application and application fee (\$40) should be sent to:
PECS, 615 St. Andrews Rd., Columbia, SC 29210

_____ Transcript Request form (*PECS* Manual)

Transcripts should be requested from all colleges attended.

The Transcript Request Form in the *PECS* Manual may be used to facilitate this process.

Original transcripts should be sent to the *PECS* office from the college(s).

Current Certification Renewal:

_____ *PECS* Certification Renewal/Upgrade (*PECS* Manual)

A completed application and application fee (\$30) should be sent to the *PECS* office along with documentation of contact hours or course work completed since current certification was issued. Recertification requires 15 contact hours or 1 semester hour of college work per year. If necessary, updated transcripts should be requested.

_____ Verification of contact hours/course work

Semester Hour and Contact Hour Policies are included in the *PECS* Manual.

No more than 5 hours of credit per year can be earned by viewing videos/online training and from in-house training.

The following documents may be used to verify training:

CEU Certificates/Training Certificates

Updated college transcript—original from college

SCACS (or other convention) Training Credit Sheet.

Expired Certification Renewal:

_____ *PECS* Certification Renewal/Upgrade (*PECS* Manual)

A completed application and renewal late fee (\$50) should be sent to the *PECS* office along with documentation of contact hours or course work completed since expired certification was issued. Recertification requires 15 contact hours or 1 semester hour of college work per year. Recertification will be issued from the expiration date unless the certification has been expired for more than a year.

Note: If certification has been expired for more than a year, an additional 15 contact hours/1 semester hour will be required for recertification. For example, if an expired Provisional certificate required 45 contact hours or 3 semester hours for renewal, 60 hours or 4 semester hours would be needed to renew the certificate if it has been expired for more than a year.

_____ Verification of contact hours/course work

See instructions under Current Certification Renewal for documenting contact hours/course work.



CERTIFICATION APPLICATION

Initial Certification **\$40.00**

Current Certificate Expires _____

Renewal/Upgrade Fee **\$30.00**

Late Renewal (If Expired Cert) **\$50.00**

DO NOT WRITE HERE
For Official Use

Date Rec'd: _____
 Fee Rec'd: _____
 Ck. # _____
 Transcript Rec'd: _____
 Certificate: _____

 Title: _____
 Endorsement: _____

 Expiration: _____

- Instructions:** (1) Answer all appropriate questions
 (2) Attach check payable to PECS
 (3) **Mail completed form and check to PECS •615 St. Andrews Road • Columbia, SC 29210**

Name (include maiden): Mr. Mrs. Miss Rev. Dr. _____

Mailing Address: _____ Telephone: _____

City, State, & Zip: _____ Email: _____

Certificate Requested: Provisional Professional Advanced Professional

Title(s) Requested: Early Childhood Teacher Elementary Teacher Secondary Teacher Specialist
 All Level Special Education Teacher Administrator

Endorsement(s) Requested: Early Childhood Ed. Elementary Ed. Educational Administration Special Ed.
 Secondary Subject(s) _____
 Specialized Field(s) _____

Initial Certification: Please complete this section

EDUCATION (Please have official transcripts sent to the PECS office.)

College	City and State	Dates	Degree	Major/Minor

EXPERIENCE (List most recent first)

Name of School	Address	Dates	Position

Renewal/Upgrade Certification:

- If you have completed SCACS 9-week in-house supervision for upgrade, please enclose the completed Supervised Teacher Verification form.
- Using the Teacher Contact Hour Training Log, please list all contact hours, semester hours or degrees completed since current SCACS certificate was issued. Submit all documentation/transcripts to verify training and/or coursework.

(please complete the reverse side)

____ Years Christian school experience ____ Years other school experience ____ Total years school experience

I certify that the information on this application is accurate and that I subscribe without reservation to the SCACS Statement of Faith printed below.

Applicant's Signature

Date

APPROVAL OF APPLICANT

Verification of employment and recommendation must be certified by a pastor, administrator, or board member.

Name of School: _____

Mailing Address: _____

City, State & Zip: _____

I certify that the applicant is employed by our school and is recommended by me as being qualified for the certificate requested above.

Signed: _____ Title: _____ Date: _____

South Carolina Association of Christian Schools Statement of Faith

(1) We believe that the Bible alone, in its autographs, is the verbal, plenary inspired, and only infallible, authoritative Word of God, and that it is the only fit, final rule in all matters of both faith and practice. (2) We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (3) We believe in the deity of our Lord Jesus Christ, His virgin birth and His sinless life, His miracles, His vicarious atonement through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory. (4) We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. We believe that He indwells believers at conversion and that neither His indwelling nor His filling the believer is evidenced by any so-called sign or gift. (5) We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential. (6) We believe in the resurrection of life for true believers and that they who are lost will be raised unto the resurrection of damnation. We believe in the resurrection of all men, both saved and lost. (7) We believe in the spiritual unity of believers in our Lord Jesus Christ.



REQUEST FOR OFFICIAL TRANSCRIPT OF RECORD

Send a request to each college attended.

Name (include maiden): Mr. Mrs. Miss Rev. Dr. _____

Dates Attended: _____ Currently Enrolled? Yes No

Date of Birth: _____ Social Security Number: _____

Mailing Address: _____ Telephone: _____

City, State, & Zip: _____ Email Address: _____

Applicant's Signature

Date

Fee

SEND OFFICIAL TRANSCRIPT TO:

**Professional Employee Certification Service
615 St. Andrews Road
Columbia, SC 29210**



SUPERVISED TEACHER VERIFICATION

Name (include maiden): Mr. Mrs. Miss Rev. Dr. _____

Mailing Address: _____ Telephone: _____

City, State, & Zip: _____ Email Address: _____

Grade(s) Taught if Elementary: _____

Grade(s) and/or Subjects if Secondary: _____

SCHOOL INFORMATION

School: _____

Mailing Address: _____ Telephone: _____

City, State, & Zip: _____ Email Address: _____

1. Supervised Teaching: (must be at least 9 weeks)

Dates From: _____ To: _____

Supervised By: _____

2. Formal Observation: Written documentation or a form must be used for observations. An observation form may be requested from SCACS. Three observations are required.

Dates: 1. _____ 2. _____ 3. _____ 4. _____

Supervised By: _____

Name

Title

3. Follow-up Conference: Three conferences are required. Please enclose a copy of format used for conferences.

Dates: 1. _____ 2. _____ 3. _____ 4. _____

Conference with: _____

Name

Title

Copies of the above observations and follow-up conferences are on file in this teacher's personnel folder in the school office.

Administrator's Signature

Date

RETURN TO:
Enclose \$30.00 Upgrade Fee

Professional Employee Certification Service
615 St. Andrews Road
Columbia, SC 29210

SCACS Continuing Education/Staff Development Activity Preapproval Application

Directions: Submit one preapproval form per professional development activity. When the approval is returned, copy the preapproval form on the back of the attendance voucher (one per participant). To renew certification, teachers will submit the completed two-sided form and any other renewal paperwork. Activities must meet all continuing education requirements as described in FAQ 6-12.

Check **one** of the following:

Category A

- Audit college course
- College-offered continuing education program
- Online professional development
- SCACS/SECS Teachers' Convention – do not use this form: use form/CEU provided at the convention
- Off-site professional development activity
- On-site professional development activity with outside leader

Category B*

- On-site professional development activity led by qualified ministry faculty or staff member
- On-site professional development activity provided by video or audio instruction, supervised by school administrative staff

**For certificate renewal, no more than 1/3 contact hours may be from Category B.*

Class or Seminar Title: _____

Instructor Name: _____

Academic degree and/or other qualifications: _____

Educational topics or issues the activity will address (must be professional development):

Description of event: (e.g. college course, online, DVD, live instruction, etc. Will the event be part of a larger event? Will it be a group/classroom event? If it is on-site, who will be supervising?)

Date(s) and times of activity: _____

Number of direct instructional hours (Do not include breaks, homework, etc.): _____

Certification areas of those who will attend/receive continuing education credit:

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Secondary | <input type="checkbox"/> Specialist (Bible, CIT, Counseling) |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> All-Level (Music, Art, PE) | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Special Education | |

School Name _____ Email _____

City, State _____ Phone _____

Administrator's Signature _____ Date Request Filed _____

For Office Use Only

- Continuing education credit granted
- Continuing education credit denied. Explanation of denial:

Number of contact hours allowed for activity: _____

Conditions or limitations:

Signature of SCACS official _____ Date of Reply _____

SCACS Continuing Education Attendance Voucher

Directions

- This form is required when the professional development is in Category B OR when a certificate or attendance voucher is not issued by the provider of a Category A professional development activity.
- Copy the preapproval form on the back of the attendance voucher or staple them together (one per participant). Both parts **must** be included.
- To renew certification, teachers will submit the completed two-sided form and any other renewal paperwork.
- For certificate renewal, no more than 1/3 of contact hours may be from Category B.
- Activities must meet all continuing education requirements as described in FAQ 6-12.

Participant Information

Name _____ Email _____

Certification Area

- | | | |
|---------------------------------------|---|--|
| <input type="checkbox"/> Preschool | <input type="checkbox"/> Secondary | <input type="checkbox"/> Specialist (Bible, CIT, Counseling) |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> All-Level (Music, Art, PE) | <input type="checkbox"/> Administrator |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Special Education | |

Current Certificate Endorsement(s) (Elementary Ed, Music, Math, etc.) _____

Professional Development Activity Information

Class or Seminar Title _____

Instructor Name _____

Date(s) and times of class or seminar _____ Number of direct instructional hours _____

Location the class or seminar was held _____

School Information

School Name _____ Email _____

City, State _____ Phone _____

Administrator's Signature* _____

**Administrator's signature verifies the attendance of participant at class or seminar.*

Copy the preapproval form on the back of the attendance voucher or staple them together (one per participant). Both parts **must** be included.