



Professional Educator Certification or Renewal Application Checklist

If you are applying for **Initial Certification**:

- Section One:** complete
- Section Two:** select **Initial Certification** application type.
- Section Three:** select one (1) certificate type (Teacher or Administrator). If selecting a Teacher certificate, also select the appropriate level of certificate. If selecting Middle School, Secondary, or All Level, you are also required to list the appropriate area(s) of endorsement. You may select more than one type or level, however there is an additional \$40 Evaluation Fee for each additional type/level requested.
- Section Four:** complete listing ALL colleges attended. Also, if a Philosophy of Christian Education course or seminar was taken provide either the college course number or a copy of the seminar certificate. See the certification manual for a complete explanation of acceptability for the course or seminar.
- Section Five:** list any/all educational certificates held in the past or present.
- Section Six:** read the statements and sign and date the application. Also, have your school administrator or headmaster sign and date the application.
- Enclose original transcripts for all colleges attended.**
- Enclose the \$40 Evaluation Fee or pay online at www.iaccs.org or www.faccs.org**

If you are applying for **Certification Renewal, Late Certification Renewal, or Certification Reinstatement**:

- Section One:** complete
- Section Two:** select the appropriate application type.
- Section Three:** select one (1) certificate type (Teacher or Administrator). If selecting a Teacher certificate, also select one (1) appropriate level of certificate. If selecting Middle School, Secondary, or All Level, you are also required to list the appropriate area(s) of endorsement. You may select more than one type or level, however there is an additional \$40 Evaluation Fee for each additional type/level requested.
- Section Four:** list any colleges at which you earned credits during your certification period.
- Section Five:** list any/all educational certificates held in the past or present.
- Section Six:** read the statements and sign and date the application. Also, have your school administrator or headmaster sign and date the application.
- Enclose both completed pages of the application.**
- Enclose your Master Inservice Program transcript, available at www.schoolmission.net/faccs**
- Enclose original transcripts for all colleges attended during the certification period.**
- Enclose the \$40 Evaluation Fee and any additional fees or pay online at iaccs.org or faccs.org**

If you are applying for a **Certification Period Extension**:

- Section One:** complete
- Section Two:** select Certification Period Extension application type. Then select whether you wish to extend your certification period for 6 months or one year from the date of expiration.
- Section Six:** read the statements and sign and date the application. Also, have your school administrator or headmaster sign and date the application.
- Enclose reason for request and plan for completing requirements.**
- Enclose the appropriate extension fee or pay online at iaccs.org or faccs.org**

If you need any assistance with the application, please:

1. Consult the **IACCS/FACCS Professional Educator Certification Manual** - available online at www.iaccs.org or www.faccs.org.
2. Consult the **Certification FAQ** (Frequently Asked Questions) page online at www.faccs.org, or
3. If none of those documents answer your question, contact the **IACCS/FACCS Office of Program Services**
E-Mail - ops@iaccs.org or ops@faccs.org
Phone - 954-517-9500



Office Use Only	
Received:	
Paid:	#

Office of Program Services ♦ P.O. Box 277807 ♦ Miramar, Florida 33027

Phone: (954) 517-9500 ♦ Fax: (954) 517-9200 ♦ Web: iaccs.org or faccs.org ♦ E-mail: ops@iaccs.org / ops@faccs.org

Application for Professional Educator Certification or Renewal

INSTRUCTIONS

This application is for professional educator certification with the International or Florida Association of Christian Colleges and Schools. (IACCS/FACCS). Only teachers or administrators who are employed at an IACCS/FACCS participating or accredited member school may apply for IACCS/FACCS certification. Please read all directions and legibly complete this application in its entirety. Mail the completed application, official college transcripts, Master In-Service Program transcripts for CEU documentation, and fees to the above address. Failure to complete the application or to enclose required documentation or fees will result in a delay in the certification process. If for any reason certification or renewal is not granted, \$30 of the evaluation fee will be refunded.

Section One: PERSONAL INFORMATION

Please provide name as you desire it to appear on certificate (include Mr., Mrs., Miss, Dr., or Rev. if desired)

Name: _____
 (title) First Middle Last

Address: _____
 Street City State Zip

Telephone: _____ E-mail Address: _____

Maiden Name: (if applicable) _____ Date of Birth: ____/____/____

Name and City of IACCS/FACCS School _____

Section Two: APPLICATION TYPE

- Application for Initial Certification - (check if you have never held an IACCS/FACCS certificate, enclose \$40 evaluation fee)
- Application for Certification Renewal - (check if you hold an active IACCS/FACCS Professional certificate, enclose \$40 evaluation fee)
- Application for Certification Upgrade - (check if you hold an active IACCS/FACCS Temporary certificate, enclose \$40 evaluation fee)
- Application for Certification Period Extension - (check only if you hold an active IACCS/FACCS certificate)
 - 6 months (\$10 fee) 1 year (\$20 fee) (please provide reason for request and plan for completing requirements)
- Application for Late Certification Renewal (check only if your IACCS/FACCS certificate has expired and you are filing within one year after its expiration date - enclose \$40 evaluation fee + \$25 late filing fee)
- Application for Certification Reinstatement (check only if your IACCS/FACCS certificate has expired and you are filing one year or more after its expiration date - enclose \$40 evaluation fee + \$30 reinstatement fee)
- Request for Certificate Reprint (complete Sections One and Two only, enclose \$5 processing fee)

Section Three: CERTIFICATE TYPE AND LEVEL

Please check all types and teacher levels desired. One type (teacher or administrator) and one teacher level are included in the standard evaluation fee, add \$40 for each additional type and/or teacher level.

- Teacher Certification (check level below, one type and level is included in evaluation fee, \$40 for each additional type and level)
 - Pre-School (K3-K4) Grade Teaching: (circle all applicable) K3 K4
 - Elementary (K5-6th) Grade Teaching: (circle all applicable) K5 1st 2nd 3rd 4th 5th 6th
 - Middle School (6th-8th) Grade Teaching: (circle all applicable) 6th 7th 8th
 - Subject Area Endorsement(s) (required) _____
 - Secondary (9th-12th) Grade Teaching: (circle all applicable) 9th 10th 11th 12th
 - Subject Area Endorsement(s) (required) _____
 - All-Level (K-12) Subject Area Endorsement(s) (required) _____
- Administrator Certification Subject Area Endorsement(s) (optional) _____

See IACCS/FACCS Professional Educator Certification Program Manual for a complete listing of requirements.

