

Certification Requirements

K – 12

For

The E. A. Sutherland Education Association



E. A. SUTHERLAND EDUCATION ASSOCIATION
P.O. Box 495, Collegedale, TN 37315

2005

TABLE OF CONTENTS

1	GENERAL INFORMATION	1
	1.1 Introduction	1
	1.2 Certification Provisions	1
	1.3 Application Procedures	2
	1.4 General Eligibility Requirements	2
2	EASEA TEACHING CERTIFICATES	4
	2.1 Paraprofessional Teaching Certificate.....	4
	2.2 Semi-professional Teaching Certificate	4
	2.3 Vocational Teaching Certificate.....	5
	2.4 Designated Teaching Certificate	7
	2.5 Conditional Teaching Certificate	8
	2.6 Basic Teaching Certificate	9
	2.7 Standard Teaching Certificate	11
	2.8 Professional Teaching Certificate	12
3	ENDORSEMENTS FOR EASEA TEACHING CERTIFICATES	14
	3.1 Regular Endorsements.....	14
	3.2 Specialty Endorsements	15
4	CERTIFICATION POLICIES	16
	4.1 Certification Review Committee.....	16
	4.2 Certification Prior to Graduation.....	16
	4.3 Conditional Endorsement	16
	4.4 Continuing Education Unions (CEU).....	16
	4.5 Conversion of Certification	17
	4.6 Date of Issuance and Expiration of Certificates	18
	4.7 EASEA Recognized Colleges and Universities	18
	4.8 Legal Name	19
	4.9 Reinstatement of Expired Certificate	19

4.10	Suspension or Revocation of Certificates	19
4.11	Teachers Over 65.....	19
4.12	Teaching Outside of Endorsement	19
4.13	Waivers and Substitutions	20
4.14	Work Experience	20
5	GLOSSARY.....	21
6	INDEX.....	23
7	BIBLIOGRAPHY	25

CERTIFICATION REQUIREMENTS

1 GENERAL INFORMATION

1.1 Introduction

The rationale for a teaching certification program is grounded in the Biblical concept of the Holy Spirit giving certain gifts to individual Christians for the purpose of ministering to the saints. Among these are the gifts of administration and teaching (Rom. 12:6-8; I Cor. 12:5-11, 28-31; Eph. 4:11-16).

EASEA certification is the process whereby a person is recognized to be academically and professionally qualified to teach in EASEA schools. A teaching certificate with its endorsement(s) indicates that the individual has completed the qualifying requirements to practice the profession of instructing children and youth in an EASEA school setting.

Academic and professional preparedness do not take the place of, nor can it be a substitute for, the spiritual requirements and responsibilities of Christian educators. A balance of spiritual insight, dedication and love, combined with academic and professional qualifications, are necessary for the teacher to perform effectively in an EASEA school.

1.2 Certification Provisions

- 1.2.1 The EASEA Board of Directors establishes certification requirements for educational personnel.
- 1.2.2 Implementing the certification policy is the responsibility of the EASEA Office. All teaching certificates are issued and renewed through this office.
- 1.2.3 The EASEA Certification Review Committee will study and resolve problems pertaining to certification of individual teachers. The Certification Review Committee will forward to the EASEA Office a copy of its minutes. Matters needing further clarification shall be forwarded by the Certification Review Committee to the EASEA Board of Directors for counsel. Final disposition of each case is to be made by the Certification Review Committee.
- 1.2.4 The teacher is responsible for securing the appropriate teaching certificate and for keeping it current.

1.3 Application Procedures

1.3.1 For applicants seeking certification, the EASEA Office must receive the following:

- a. An application requesting certification review.
- b. An official copy of the applicant's transcript requested by the applicant and sent directly to the EASEA Office from the college/university office of records.
- c. A certificate application fee of \$20.00.

1.4 General Eligibility Requirements

1.4.1 Church Membership

An applicant for an EASEA teaching certificate must be a member of the Seventh-day Adventist Church.

1.4.2 Social and Moral Fitness

An applicant must demonstrate a social and moral fitness to teach and to associate with children and youth. A teacher certificate will not be issued to any person who has been convicted of a criminal offense or who has exhibited unethical or immoral conduct that would put children at risk, such as, but not limited to, child abuse. A certification shall be revoked or suspended for any reason that is cause for dismissal from an EASEA member school. EASEA considers background investigation a necessary part of the certification process. Therefore, all applicants are required to sign a release and consent for a background investigation.

1.4.3 Employment/Membership Status

Only persons employed by or a member of an EASEA member school are eligible for EASEA teacher certification.

1.4.4 Degree Requirement

An applicant seeking a certificate, except the Paraprofessional Teaching Certificate, Semi-professional Teaching Certificate, Designated Teaching Certificate, and Vocational Teaching Certificate, must hold a minimum of a baccalaureate degree from a college or university recognized by EASEA.

1.4.5 Scholarship

Grades below C- are not acceptable in the following:

- a. Academic majors or minors.
- b. Professional education courses.
- c. The elementary or content area endorsements.
- d. Required religion courses. (See Section 2.6.2b)
- e. Course work in health principles based on the Bible and writings of Ellen G. White.

2 EASEA TEACHING CERTIFICATES

The following certificates are available: (a) Paraprofessional Teaching Certificate; (b) Semi-professional Teaching Certificate; (c) Vocational Teaching Certificate; (d) Designated Teaching Certificate; (e) Conditional Teaching Certificate; (f) Basic Teaching Certificate; (g) Standard Teaching Certificate; and (h) Professional Teaching Certificate.

2.1 Paraprofessional Teaching Certificate

2.1.1 Introduction

The Paraprofessional Teaching Certificate is designed to reflect the ministry of helps in schools which utilize the individualized (i.e. Accelerated Christian Education, Alpha Omega) approach to teaching. This certificate is for monitors ministering in an individualized or traditional curriculum school working under the supervision of educationally qualified teachers.

2.1.2 General Requirements

The Paraprofessional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility requirements found in section 1.4 except 1.4.4 and 1.4.5.
- b. Possesses a high school diploma or has passed a General Educational Development (GED) examination.

2.1.3 Renewal of the Paraprofessional Teaching Certificate

The Paraprofessional Teaching Certificate is valid for one year and may be renewed upon the presentation of proof of attendance at an in-service offered by EASEA or similar organization.

2.2 Semi-professional Teaching Certification

2.2.1 Introduction

The Semi-professional Teaching Certificate is issued to an applicant with an Associate of Arts degree, or its equivalent, and who has little or no college training in the field of education, as an emergency measure where a school has been unable to obtain an individual with a four-year degree to fill a position. The area(s) of endorsement must be in or related to the applicants AA degree (see 4.12). The endorsed area(s) is/are indicated on the certificate.

2.2.2 General Requirements

The Semi-professional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility requirements found in section 1.4 except 1.4.4 and 1.4.5.
- b. Holds an Associate of Arts degree or its equivalent.

2.2.3 Renewal of the Semi-professional Teaching Certificate

- a. The Semi-professional Teaching Certificate is valid for one year.
- b. The requirements for renewal of the Semi-professional Teaching Certificate are the same as for the Conditional Teaching Certificate (See 2.5.3) (See also 4.13.2)

2.3 Vocational Teaching Certificate

2.3.1 Introduction

The Vocational Teaching Certificate is issued to applicants with experience in a specific area of vocational or technical expertise and who has little or no college training. This certificate is designed to fill the need for teachers in the vocational training program. A Conditional Vocational Teaching Certificate is issued to applicants who do not meet the qualifications for the Vocational Teaching Certificate. While under the conditional certificate, applicants must complete prescribed course work to move to a full Vocational Teaching Certificate. The certificate is valid for the specific area(s) indicated on the certificate.

2.3.2 General Requirements

- a. The Conditional Vocational Teaching Certificate may be issued to an applicant who:
 - Meets the General Eligibility Requirements found in section 1.4 except 1.4.4 and 1.4.5.
 - Possess a high school diploma or has passed the General Education Development (GED) examination.
 - Provides verification of successful experience in the technical skill, trade, or vocation named on the certificate, with a minimum equivalent of five years experience.

QUALIFYING EXPERIENCE

Education and/or Training *Work Experience Required*

High School diploma or equivalent plus five years

One year of occupational preparation
appropriate or related to teaching field plus four years

Two years of occupational preparation
appropriate or related to teaching field plus three years

Three years of occupational preparation
appropriate or related to teaching field plus two years

Baccalaureate degree with a major in
or related to teaching field (see 4.14) plus one year

Completion of an apprenticeship or
similar program in accordance with
industry standards (see 4.14) plus one year

- b. The Vocational Teaching Certificate may be issued to an applicant who:
- Meets the requirements of the Conditional Vocational Teaching Certificate (See 2.3.2 a)
 - Completes two years of teaching experience in an approved vocational training program.
 - Has completed 12 Continuing Education Units (CEU's) in religion, health principles, and professional education. Required areas shall include:
 - Spirit of Prophecy
 - Seventh-day Adventist Church History
 - Seventh-day Adventist Bible Doctrines
 - Health principles as found in the Bible and the writings of Ellen G. White.
 - Principles and Philosophy of Seventh-day Adventist Education as based on the Bible and the writings of Ellen G. White.
 - Introduction to Teaching

Developmental and Educational Psychology

Educational Assessment

Exceptional Child in the Classroom

Integration of Technology in the Classroom

Methods in Teaching Secondary Subjects

2.3.3 Renewal of the Vocational Teaching Certificates

- a. The Conditional Vocational Teaching Certificate is valid for one year. Renewal of the certificate requires:
 - Two CEU's during each academic year, until the requirements for the Vocational Teaching Certificate are met. (See 4.4 and 4.13.2)
 - Submitting a certificate of completion of CEU's earned.
 - Submitting a \$5.00 certification renewal fee.
- b. The Vocational Teaching Certificate is valid for five years. Renewal of the certificate requires:
 - Completion of three semester/five quarter hours of college credit or the equivalent in CEU's. The course work and/or CEU's must be in professional education or in the area(s) for which the certificate is issued. (See 4.13.2)
 - Submitting official transcripts of academic credit or CEU's earned.
 - Submitting a \$20.00 certification renewal fee.

2.4 Designated Teaching Certificate

2.4.1 Introduction

The Designated Teaching Certificate is issued to an experienced individual who has demonstrated expertise in one or more specific areas and who by experience and training can provide a valuable contribution to the educational program. The endorsed area(s) is/are indicated on the certificate.

This certificate cannot be substituted for the Basic, Standard, or Professional Teaching Certificate, or used in a way to circumvent the meeting of the requirements for those certificates.

2.4.2 General Requirements

The Designated Teaching Certificate may be issued to an applicant who:

- a. Is recommended by a school principal for consideration by the EASEA Office and/or Certification Review Committee.
- b. Meets the General Eligibility Requirements found in section 1.4 except 1.4.4 and 1.4.5.
- c. Possesses a high school diploma or has passed a General Educational Development (GED) examination.
- d. Provides verification of successful experience in the technical skill or subject named on the certificate, with a minimum equivalent of three years experience.

2.4.3 Renewal of the Designated Teaching Certificate

- a. The Designated Teaching Certificate shall be issued for one to three years and may be renewed upon recommendation of the school principal and approval by the EASEA Office and/or Certification Review Committee.
- b. Any specific requirement for renewal will be determined at time of issuance.
- c. A \$10.00 certification renewal fee must be submitted.

2.5 Conditional Teaching Certificate

2.5.1 Introduction

A Conditional Teaching Certificate is issued to an applicant with an earned baccalaureate degree who assumes teaching responsibilities outside the area of the applicant's college/university training, or within the area of training but lacking the number of credit hours prescribed by EASEA.

2.5.2 General Requirements

The Conditional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements. (See Section 1.4)
- b. Has completed a minimum of a baccalaureate degree.
- c. Is working toward meeting the requirements for a Basic Teaching Certificate.

2.5.3 Renewal of the Conditional Teaching Certificate

- a. The Conditional Teaching Certificate is valid for one year. Renewal of the certificate requires:
 - Completing six semester/nine quarter credit hours of college work during each academic year, until the requirements for the Basic Teaching Certification are met. (See 4.13.2)
 - Submitting official transcripts of academic credit earned.
 - Submitting a \$5.00 certification renewal fee.
- b. The six semester/nine quarter hours shall be in courses selected from areas of the applicant's certification needs as determined by the EASEA Office in cooperation with the member school.
- c. If the applicant has not met the religious requirement for the Basic Teaching Certificate (See 2.6.2b), a minimum of one course in religion must be completed or a competency exam passed each academic year as part of, or in addition to, the required six semester/nine quarter hours until the religion requirement is completed.

2.6 Basic Teaching Certificate

2.6.1 Introduction

The Basic Teaching Certificate is the initial certification issued to an applicant who meets the criteria below. A Basic Teaching Certification is valid for three years of teaching within a five-year period from the date when the certification requirements were met.

2.6.2 General Requirements

The Basic Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements (See Section 1.4)
- b. Has completed twelve semester/sixteen quarter credit hours of religious courses covering the following areas:
 - Spirit of Prophecy
 - Seventh-day Adventist Church History
 - Seventh-day Adventist Doctrines
 - Biblical content studies

- c. Has completed course work in health principles as found in the Bible and the writings of Ellen G. White.
- d. Has completed twenty semester/thirty quarter credit hours of professional education. Required areas shall include:

Principles and Philosophy of Seventh-day Adventist Education as based on the Bible and the writings of Ellen G. White.

Developmental and Educational Psychology

Educational Assessment

Exceptional Child in the Classroom

Integration of Educational Technology in the Classroom

Student teaching as prescribed by the college/university in which the teacher-education program was completed. Student teaching will be waived in lieu of three years of teaching experience.

2.6.3 Endorsements

- a. An applicant must qualify for an elementary or a secondary content area endorsement in addition to fulfilling the general requirements for the Basic Teaching Certificate. (See Section 3)
- b. Additional regular or specialty endorsements may be obtained at any time, if the applicant has a current teaching certificate and the requirements for the endorsement are met (See Section 3.1 and 3.2)

2.6.4 Reinstatement of Basic Teaching Certificate

- a. If a teacher has not completed three years of teaching within five years from the date when the certification requirements for the Basic Teaching Certificate were met, the certificate may be reinstated by:
 - Completing six semester/nine quarter credit hours of course work in professional education or area(s) of endorsement. (See 4.13.2)
 - Submitting official transcripts of academic credit earned.
 - Submitting a \$20.00 reinstatement fee.
- b. All academic credits submitted for reinstatement of the Basic Teaching Certificate must be completed during the five-year period immediately prior to reinstatement of the certificate.

2.7 Standard Teaching Certificate

2.7.1 General Requirements

The Standard Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements. (See Section 1.4)
- b. Has met the requirements for the Basic Teaching Certificates. (See Section 2.6)
- c. Has completed a minimum of three years of full-time teaching or its equivalent.
- d. Receives a recommendation from the school where he/she last taught.
- e. Has completed six semester/nine quarter credit hours of professional education courses or courses in area(s) of endorsement(s) beyond the requirements of the Basic Teaching Certificate.
- f. Submit official transcripts of academic credit earned.

2.7.2 Endorsements

- a. The endorsements of the Basic Teaching Certificate will be transferred to the Standard Teaching Certificate.
- b. Additional regular or specialty endorsements may be obtained at any time if the applicant has a current teaching certificate and the requirements for endorsements are met. (See Section 3.1 and 3.2)

2.7.3 Renewal of the Standard Teaching Certificate

- a. The Standard Teaching Certificate shall be valid for five years. The certificate may be renewed by meeting the following requirements:
 - Complete a total of six semester/nine quarter hours of baccalaureate/graduate academic credit or Continuing Education Units (CEU's). Half of these credits must be earned in an EASEA recognized college/university and the balance may be earned by CEU's. (See Section 4.4 and 4.13.2)
 - Submit official transcripts of academic credit earned.
 - Submit \$20.00 certification renewal fee.
- b. All credits submitted for renewal of the Standard Teaching Certificate must be completed during the five-year period that the certificate is valid.

2.8 Professional Teaching Certificate

2.8.1 General Requirements

The Professional Teaching Certificate may be issued to an applicant who:

- a. Meets the General Eligibility Requirements. (See Section 1.4)
- b. Qualifies for a Standard Teaching Certificate. (See Section 2.7)
- c. Meets one of the following requirements:
 - Holds a master's degree in education or appropriate subject field or,
 - Has completed a prescribed fifth-year program for teachers or,
 - Has earned forty semester/sixty quarter hours of graduate credit. Thirty semester/forty-five quarter hours must be in professional education courses and/or in no more than two areas of endorsement.
 - For any of the above three options a minimum of eighteen semester/twenty-seven quarter hours of graduate credit in professional education courses, or the equivalent thereof, must be earned.

2.8.2 Endorsements

- a. The endorsements of the Standard Teaching Certificate will be transferred to the Professional Teaching Certificate.
- b. Additional endorsements may be added at any time, if the candidate has a teaching certificate and the requirements for the endorsements are met. (See Section 3.1 and 3.2)

2.8.3 Renewal of the Professional Teaching Certificate

- a. The Professional Teaching Certificate is valid for seven years. Renewal of the certificate requires:
 - six semester/nine quarter hours of additional credit, which may be earned in one of the following ways: (See 4.13.2)
 - Completion of graduate course work in professional education or area(s) of endorsement or,
 - The equivalent credit in Continuing Education Units (CEU) (See Section 4.4) or,
 - Any combination of the above.

- Submitting official transcripts of academic credit earned.
 - Submitting a \$20.00 certification renewal fee.
- b. All credits submitted for the renewal of the Professional Teaching Certificate must be completed during the five-year period immediately prior to renewal of the certificate.

3 ENDORSEMENTS FOR EASEA TEACHING CERTIFICATES

3.1 Regular Endorsements

3.1.1 Elementary Endorsement

The elementary endorsement is valid for teaching in grades 1-8. Teachers with this endorsement are eligible to teach any subject, including art, music, and physical education, in the grades covered by the endorsement as part of the teacher's regular classroom assignment. An applicant for an elementary endorsement must complete the following requirements in addition to fulfilling the general requirements for the Basic Teaching Certificate:

- a. Elementary curriculum methods in the following:
 - Required areas:
 - science
 - health
 - mathematics
 - reading
 - language arts
 - religion
 - social studies
 - Recommended areas:
 - art
 - music
 - physical education
 - children's literature
 - applied arts
- b. An applicant must have instruction and experience in a multigrade classroom of three or more grades, preferably in a small school with three or fewer teachers.

3.1.2 Secondary Content Area Endorsements

- a. A secondary endorsement is valid for subjects in grades 7-12 for which the applicant qualifies. Endorsements are available in all the subjects regularly taught at the secondary level. An applicant for a secondary endorsement must complete 1) the teaching certificate for which they qualify and 2) a content area major or minor or pass an equivalency exam in a teaching content area.

- b. Additional endorsements – An applicant may obtain additional endorsements by completing a minimum of eighteen semester/twenty-seven quarter hours for each content area endorsement (see 4.3).
- c. Additional endorsements in science and mathematics – An applicant who has a major in mathematics and a minor in one of the science areas (i.e. biology, physics, chemistry) or a major in one of the science areas and a minor in mathematics may qualify for an endorsement in either or both of the other science areas by completing twelve semester/eighteen quarter credit hours in each area endorsement

3.2 Specialty Endorsements

Specialty endorsements are issued to individuals holding a Basic, Standard or Professional Teaching Certificate. Specialty endorsements are available in Counseling, Educational Administration, English as a Second Language, Learning Disabilities, Librarian and Special Education.

4 CERTIFICATION POLICIES

4.1 Certification Review Committee

The Certification Review Committee is to study and resolve problems relating to certification. The committee includes the EASEA Director of Education and other educators selected by the EASEA Board of Directors.

4.2 Certification Prior to Graduation

College seniors with an education major in an EASEA-recognized college/university may be certified prior to graduation provided:

- 4.2.1 The applicant submits an application requesting certification review.
- 4.2.2 The applicant meets the General Eligibility Requirements. (See Section 1.4)
- 4.2.3 The applicant fulfills the requirements for the Basic Teaching Certificate.
- 4.2.4 Official transcripts of academic credit earned are submitted.
- 4.2.5 A \$20.00 certification fee is submitted.
- 4.2.6 The Chairman of the Education Department of the college/university recommends the applicant for certification.

4.3 Conditional Endorsement

On the recommendation of a member school and approval by the EASEA Office a teacher may receive a conditional endorsement by completing twelve semester/eighteen quarter hours in the chosen content area.

A conditional endorsement is valid for one year and may be renewed by completing three semester/five quarter hours in the chosen content area.

4.4 Continuing Education Units (CEU)

- 4.4.1 Continuing Education Units (CEU's) may be used to partially or completely satisfy the requirements for the renewal of the Standard, Professional, and Vocational Teaching Certificates. CEU's are commonly offered for attendance at seminars and conventions sponsored by universities, teachers' conventions, or other educational organizations. Contact hours may also be generated through documented professional growth activities such as reading of professional journals or books, video series related to education, and in-service training series, etc.

4.4.2 Definition of Continuing Education Unit

A CEU is defined as fifteen contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instructors. A contact hour is a typical 50-minute classroom instructional session or its equivalent. Fifteen contact hours are required for one CEU. Since three semester hours normally require 45 contact hours of classroom instruction, three semester hours equals three CEU's (15X3=45 contact hours). Three quarter hours are equal to two CEU's.

4.4.3 Continuing Education Units Attendance Forms must be completed and signed (initialed) by the applicant and the person conducting the workshop. The documentation must be kept on file by the principal and available for audit by EASEA. An abbreviated CEU form must accompany a renewal application.

4.5 Conversion of Certification

4.5.1 Definition of Conversion of Certification

Conversion refers to the addition of:

- a. An elementary endorsement to a valid Basic, Standard, or Professional Teaching Certificate with a secondary content area endorsement.
- b. A secondary content area endorsement to a valid Basic, Standard, or Professional Teaching Certificate with the elementary endorsement.

4.5.2 Conversion to the Elementary Endorsement

An applicant with a Basic, Standard, or Professional Teaching Certificate with a secondary content area endorsement may qualify for the elementary education endorsement by completing methods courses from among the following areas: science, health, language arts, mathematics, reading, religion, and social studies.

4.5.3 Conversion to a Secondary Content Area Endorsement

An applicant with a Basic, Standard, or Professional teaching Certificate with the elementary endorsement may qualify for a secondary content area endorsement by successfully completing:

- a. A secondary curriculum materials and methods course.
- b. Eighteen semester/twenty-seven quarter hours in a subject that is commonly taught in the secondary school.

4.6 Date of Issuance and Expiration of Certificates

- 4.6.1 A certificate is effective beginning with the date on which the request, with official documents, is approved by the EASEA Office. A certificate expires on September 31 of the final year for which it is issued.
- 4.6.2 A certificate remains valid if a teacher or administrator transfers to an EASEA member school.
- 4.6.3 Excess renewal credit earned during the time the prior certificate was valid may be carried over to a new certificate if they were earned in the one-year period prior to the expiration of the certificate. All other renewal credit must be earned during the life of the certificate.

4.7 EASEA Recognized Colleges and Universities

- 4.7.1 The E. A. Sutherland Education Association Recognized Colleges and Universities are colleges and universities from which EASEA will accept academic credit applicable toward a teaching certificate.

- 4.7.2 List of EASEA-recognized colleges and universities:

Andrews University (AU)

Atlantic Union College (AUC)

Columbia Union College (CUC)

Griggs University (GU)

Hartland College (HC)

La Sierra University (LSU)

Loma Linda University (LLU)

Ouachita Hills College (OHC)

Pacific Union College (PUC)

Southern Adventist University (SAU)

Southwestern Adventist University (SWAU)

Union College (UC)

Walla Walla University (WWU)

Weimar College (WC)

Other SDA Church-related Colleges and Universities

4.7.3 EASEA may consider accepting credit from colleges, universities, or distance study which are not on this list. However, credit toward the religion requirements courses and the course in Principles and Philosophy of Seventh-day Adventist Education must be earned at an SDA college/university or an EASEA approved Self-supporting college.

4.8 Legal Name

Certificates are official documents; therefore, the applicant's full legal name is to be used.

4.9 Reinstatement of Expired Certificate

Reinstatement is necessary when a certificate has an expiration date of two or more years prior to the current year. To reinstate a teaching certificate the applicant must:

4.9.1. Meet the current requirements for the certificate that is expired, and

4.9.2. Meet the requirements for renewal of that certificate.

4.10 Suspension or Revocation of Certificates

A certificate may be suspended or revoked at any time if the holder is found guilty of immoral, illegal, or unsafe conduct or breach of professional ethics. In such cases the person charged of the violation shall be notified of the charges and given an opportunity to defend him/herself before the Certification Review Committee, after which the decision of the Certification Review Committee shall be final.

4.11 Teachers Over 65

Teachers who are 65 years of age or older may be exempt from the requirement for renewal of a certification upon the written recommendation of the school principal.

4.12 Teaching Outside of Endorsement

4.12.1 A teacher may teach up to two sections of one course outside his/her area(s) of endorsement.

4.12.2 Upon request for a member school and approval by the EASEA Office an individual with Paraprofessional Teaching Certification may be approved to teach outside their AA degree.

4.13 Waivers and Substitutions

4.13.1 The Certification Review Committee may allow an individual to fulfill a specific requirement in an alternate way. Exceptions by waivers or substitutions authorized by the Certification Review Committee are to be recorded and maintained in the teacher's permanent certification file.

4.13.2 A school may request, due to hardship, that the renewal requirements for certification be extended.

4.14 Work Experience

The first successful year of teaching may be counted as one year work experience.

5 GLOSSARY

Basic Teaching Certificate	Initial teaching certificate issued to an applicant who has completed the course work and met the requirements established by EASEA
Certification	Process through which an individual is recognized as academically and professionally qualified to teach.
Certification Conversion	Process by which an individual holding an elementary certification can qualify to teach secondary subjects or if holding a secondary certification can qualify to teach at the elementary level.
Continuing Education Units	Credit earned through participation in professional activities which contribute to the professional growth of the individual.
Designated Teaching Certificate	Approval to teach in a designated subject area issued to an individual with demonstrated expertise in specific areas. Not to be substituted for any regular teaching certificates.
EASEA Certification	Process whereby a person is recognized as spiritually, academically and professionally qualified to teach in EASEA schools.
Endorsement: Elementary, Secondary, Specialty	Issued to an individual holding a Basic, Standard or Professional Teaching Certificate who has taken additional training to instruct or administer in certain areas.
Expired Certificate	Any certificate whose expiration date has passed.
Multigrade Classroom	A classroom of three or more grades.
Paraprofessional Teaching Certificate	Teaching certificate issued to individuals working under the supervision of educationally qualified teachers.
Post Baccalaureate/Graduate	Classes taken beyond the baccalaureate degree.
Professional Teaching Certificate	The highest level of teaching certificate which is issued to an applicant who qualifies.
Reinstatement	Reinstatement is necessary when a certificate has an expiration date of two or more years prior to the current year.
Renewal	Extends the teaching certificate for another term.

Semi-Professional Teaching Certificate	Teaching certificate issued as an emergency measure when a more qualified teacher cannot be found.
Standard Teaching Certificate	Intermediate level of teacher certification which is issued to an applicant who qualifies.
Vocational Teaching Certificate	Teaching certificate issued to individuals with experience in a specific area of vocational or technical expertise and who completes the required course work.
Waiver	Action by the Certification Review Committee which allows an individual to fulfill a specific requirement in an alternate way.

6 Index

Basic Teaching Certificate	2.6
Certification Provisions	1.2
Certification Conversion	4.5
Expiration of Certificate	4.6
Certification Prior to Graduation	4.2
Certification Review Committee	1.2.3, 4.1
Conditional Teaching Certificate	2.5
Continuing Education Units.....	4.4
Designated Teaching Certificate.....	2.4
EASEA Certification	1.1-1.4
Endorsements, Regular	3.1
Elementary	3.1.1
Secondary.....	3.1.2
Endorsements, Specialty	3.2
General Requirements.....	2
Basic Teaching Certificate.....	2.6.2
Conditional Teaching Certificate.....	2.5.2
Designated Teaching Certificate.....	2.4.2
Paraprofessional Teaching Certificate	2.1.2
Professional Teaching Certificate.....	2.8.1
Semi-Professional Teaching Certificate	2.2.2
Standard Teaching Certificate.....	2.7.1
Vocational Teaching Certificate	2.3.2
Legal Name.....	4.8
Multigrade Classroom.....	3.1.1
Paraprofessional Teaching Certificate	2.1
Professional Teaching Certificate	2.8
Reinstatement of Basic Certificate.....	2.6.4
Reinstatement of Expired Certificates	4.9
Renewal of Certificates.....	2
Conditional Teaching Certificate.....	2.5.3
Designated Teaching Certificate.....	2.4.3
Paraprofessional Teaching Certificate	2.1.3
Professional Teaching Certificate.....	2.8.3
Semi-Professional Teaching Certificate	2.2.3
Standard Teaching Certificate.....	2.7.3
Vocational Teaching Certificate	2.3.3
Revocation of Certificate	1.4.2, 4.10
Scholarship.....	1.4.5
Semi-Professional Teaching Certificate	2.2
Standard Teaching Certificate.....	2.7
Student Teaching	2.6.2d
Substitutions.....	4.3

Suspension of Certificate	1.4.2, 4.10
Teachers over 65	4.11
Teaching outside of endorsement	4.12
Vocational Teaching Certificate	2.3
Waiver.....	4.13
Work Experience	4.14

7 Bibliography

1. Arkansas Department of Education, Offices of Professional Licensure. #4 State Capital Mall, Room 106B, Little Rock, AR 72201.
2. North American Division Office of Education K-12, *Certification Requirements*. General Conference of Seventh-day Adventist, Silver Spring, MD 20904, 1993.
3. North Carolina Department of Public Instruction, Teacher Licensure. 301 N. Wilmington St., Raleigh, NC 27601.
4. Tennessee Association of Christian Schools, *Accreditation And Agency-Approval Standards*. 2000 Vance Avenue, Chattanooga, TN 37404, 2002.
5. Tennessee Department of Education, Office of Teacher Licensing. 4th Floor, Andrew Johnson Tower, 710 James Robertson Parkway, Nashville, TN 37343-0377.
6. West Virginia Department of Education, Teacher Certification. 1900 Kanawha Boulevard East, Charleston, WV 25305.