



## Application for ACSI Teacher & Administration Certificate

### Student Information (학생정보)

Name(신청자이름)	First	Last	Student ID (학생ID)
Address (주소)			
Email (이메일)			Phone No. (전화번호)

### Christian School Presently Employed (IF Applicable)(학교근무정보- 해당자)

School Name		School Contact Person	
Address (주소)			
Email (이메일)			Phone No. (전화번호)

### Applying for Teacher (교사신청구분)

Application	Certification Area	Certification Level
<input type="checkbox"/> First- Time	<input type="checkbox"/> Early Education Teacher (Birth–PreK)	<input type="checkbox"/> Temporary 2years
<input type="checkbox"/> Renewal	<input type="checkbox"/> Bible Specialist	<input type="checkbox"/> Standard 5 years
	<input type="checkbox"/> School Counselor	<input type="checkbox"/> Professional 5 years
	<input type="checkbox"/> Computer Teacher	
	<input type="checkbox"/> Music Teacher	

### Applying for Administrator (행정신청구분)

Application	Certification Area	Certification Level
<input type="checkbox"/> First- Time	<input type="checkbox"/> Early Education Director (Birth–PreK)	<input type="checkbox"/> Temporary 2years
<input type="checkbox"/> Renewal	<input type="checkbox"/> Elementary Principal	<input type="checkbox"/> Standard 5 years
	<input type="checkbox"/> All Levels Principal	<input type="checkbox"/> Professional 5 years
	<input type="checkbox"/> Assistant Administrator <sup>1</sup>	
	<input type="checkbox"/> Head of School <sup>2</sup>	
	<input type="checkbox"/> Executive Director <sup>3</sup>	



1. Requires a letter from the Head of School stating your position in the school and verifying one year served in stated position.
2. Requires a letter from the school board chair verifying that you have served at least 1 year as the chief school officer and have at least 1 principal serving under your direction.
3. Requires a letter from School Board Chair verifying one educational leader working under you.

Student Signature(서명)

Date(날짜)

\*Please pay the fee of \$150 for the Application and Processing Fee include transcript issue, review the requirement, document evaluation, communication with ACSI. \*Normal Processing Period is will 10 business days.

**Office Use Only**

Application Received	Administrative officer's Signature		
Fee Received	Financial Department's Signature		
Approved	Director of Administrator's Signature		
Memo			

## Teacher Evaluation Worksheet for Application

**Early Education Teacher (Birth–PreK)**

Temporary (3yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Associate or Bachelors <input type="checkbox"/> First Aid / CPR	<input type="checkbox"/> Associate or Bachelors <input type="checkbox"/> Education Courses: 6 Credits <input type="checkbox"/> Bible Course: 12 Clock hours (2CEU) <input type="checkbox"/> Principles & Practices of Christian Early Education	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 6 Credits <input type="checkbox"/> Bible Course: 24 Clock hours (4 CEU) <input type="checkbox"/> Principles & Practices of Christian Early Education

**Bible Specialist**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Bible Courses: 18 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Bible Course: 36 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)	<input type="checkbox"/> Master <input type="checkbox"/> Education Course: 9 Credits <input type="checkbox"/> Bible Course: 39 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)



**School Counselor**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Counseling Courses: 12 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Counseling Courses: 21 Credits <input type="checkbox"/> <b>School Counseling</b> : 9 Credits <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)	<input type="checkbox"/> Master <input type="checkbox"/> Counseling Courses: 21Credits <input type="checkbox"/> <b>School Counseling</b> : 15 Credits <input type="checkbox"/> Biblical Courses: 9 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE)

**Computer Teacher**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Computer Courses: 12 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education courses: 6 Credits <input type="checkbox"/> Computer Courses: 24 Credits <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> <b>Student Teaching</b>	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 9 Credits <input type="checkbox"/> Computer Courses: 24 Credits <input type="checkbox"/> Master Computer Courses: 6 Credits <input type="checkbox"/> Biblical Courses: 9 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> <b>Student Teaching</b>

**Music Teacher**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Music Courses: 12 Credits	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education courses: 6 Credits <input type="checkbox"/> Music Courses: 24 Credits <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> <b>Student Teaching</b>	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 9 Credits <input type="checkbox"/> Music Courses: 24 Credits <input type="checkbox"/> Master Music Courses: 6 Credits <input type="checkbox"/> Biblical Courses: 9 Credits <input type="checkbox"/> Christian Philosophy of Education (CPoE) <input type="checkbox"/> <b>Student Teaching</b>



School Counseling specific course work can include: School Counseling, Career Development and Planning, Counseling Techniques in Schools, Academic and Career Counseling, Child and Adolescent Counseling in Schools, College Advising, etc.

The student teaching requirement can be waived via a letter from your supervisor stating you have performed the full duties of a classroom teacher for at least 2 years full-time at the elementary and/or secondary levels.

## Administration Evaluation Worksheet for Application

### Early Education Director

Temporary(3yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> First Aid / CPR	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 18 Credits <sup>4</sup> <input type="checkbox"/> Principles & Practices of Christian Early Education <input type="checkbox"/> Biblical Course: 12 Clock Hours (2 CEU) <input type="checkbox"/> First Aid / CPR	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 18 Credits <sup>4</sup> <input type="checkbox"/> Principles & Practices of Christian Early Education <input type="checkbox"/> Biblical Course: 24 Clock Hours (4 CEU) <input type="checkbox"/> First Aid / CPR

### Elementary Principal

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 24 Credits <sup>5</sup> + ST <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching



**All Levels Principal**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 36 Credits <sup>7</sup> + ST <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching

**Assistant Administrator**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Letter from the Head of School <sup>1</sup>	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 24 Credits <sup>5</sup> + ST <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching

**Head of School**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Letter from the School Board Chair <sup>2</sup>	<input type="checkbox"/> Bachelors <input type="checkbox"/> Education Courses: 30 Credits <sup>6</sup> + ST or 24 Credits + Mentorship <sup>8</sup> <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching	<input type="checkbox"/> Masters <input type="checkbox"/> Education Courses: 36 Credits <sup>9</sup> + ST or 30 Credits + Mentorship <sup>8</sup> <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> Student Teaching



**Executive Director**

Temporary(2yrs)	Standard (5yrs)	Professional (5yrs)
<input type="checkbox"/> Bachelors <input type="checkbox"/> Letter <sup>3</sup> from the School Board Chair	<input type="checkbox"/> MA / MS <input type="checkbox"/> Education Courses: 3 credits <sup>10</sup> in Graduate level college business or educational leadership <input type="checkbox"/> Biblical Course: 6 Credits <input type="checkbox"/> CPoE	<input type="checkbox"/> MA / MS <input type="checkbox"/> Education Courses: 12 credits in Graduate level college business or educational leadership <input type="checkbox"/> Biblical Course: 9 Credits <input type="checkbox"/> CPoE <input type="checkbox"/> No Letter Required <sup>11</sup>

- 4. 9 credits in early childhood / child development & 9 credits in administration / business coursework.
- 5. 18 credits in education course & 6 credits in Graduate Level in educational administration.
- 6. 18 credits in education course & 12 credits in Graduate Level in educational administration.
- 7. 21 credits in education course & 15 credits in Graduate Level in educational administration.
- 8. completion of an approved mentorship program take place of 6 of credit hours.
- 9. 18 credits in education course & 18 credits in Graduate Level in educational administration.
- 10. completion of an approved mentorship program take place of 3 of credit hours.
- 11. if applicant has 18 graduate hours or degree in educational leadership, no letter is required