



Adventist Education
A JOURNEY TO EXCELLENCE

PK-12

Educators'

CERTIFICATION
MANUAL

NORTH AMERICAN DIVISION

NAD EDUCATION LEADERS HANDBOOK SERIES

All requirements within this document
are mandatory for certification or
recertification beginning July 1, 2020
(unless otherwise noted)



PK-12
Educators'
CERTIFICATION
MANUAL

2020

North American Division of Seventh-Day Adventists
Office of Education
North American Division Office of Education
9705 Patuxent Woods Drive, Columbia, MD 21046

Dear Educator,

You have chosen the “nicest work known to man.” That is how Ellen White described the ministry of teaching. You have the opportunity to teach and inspire students every day. You will lead them in developing a mature faith and principles for Christian living. You will guide them in learning and academic achievement. You will move their hearts and minds upward! Thank you for choosing this special profession in a Seventh-day Adventist school.

Every Adventist educator is expected to earn and maintain certification. It is evidence that you have prepared yourself to do this special work. Certification indicates that you are a professional educator. It identifies you as one to whom families can entrust their children and youth for a Seventh-day Adventist Christian education. Certification demonstrates that you take responsibility to meet this trust with continual professional growth in knowledge, skills, and a deepening relationship with Jesus.

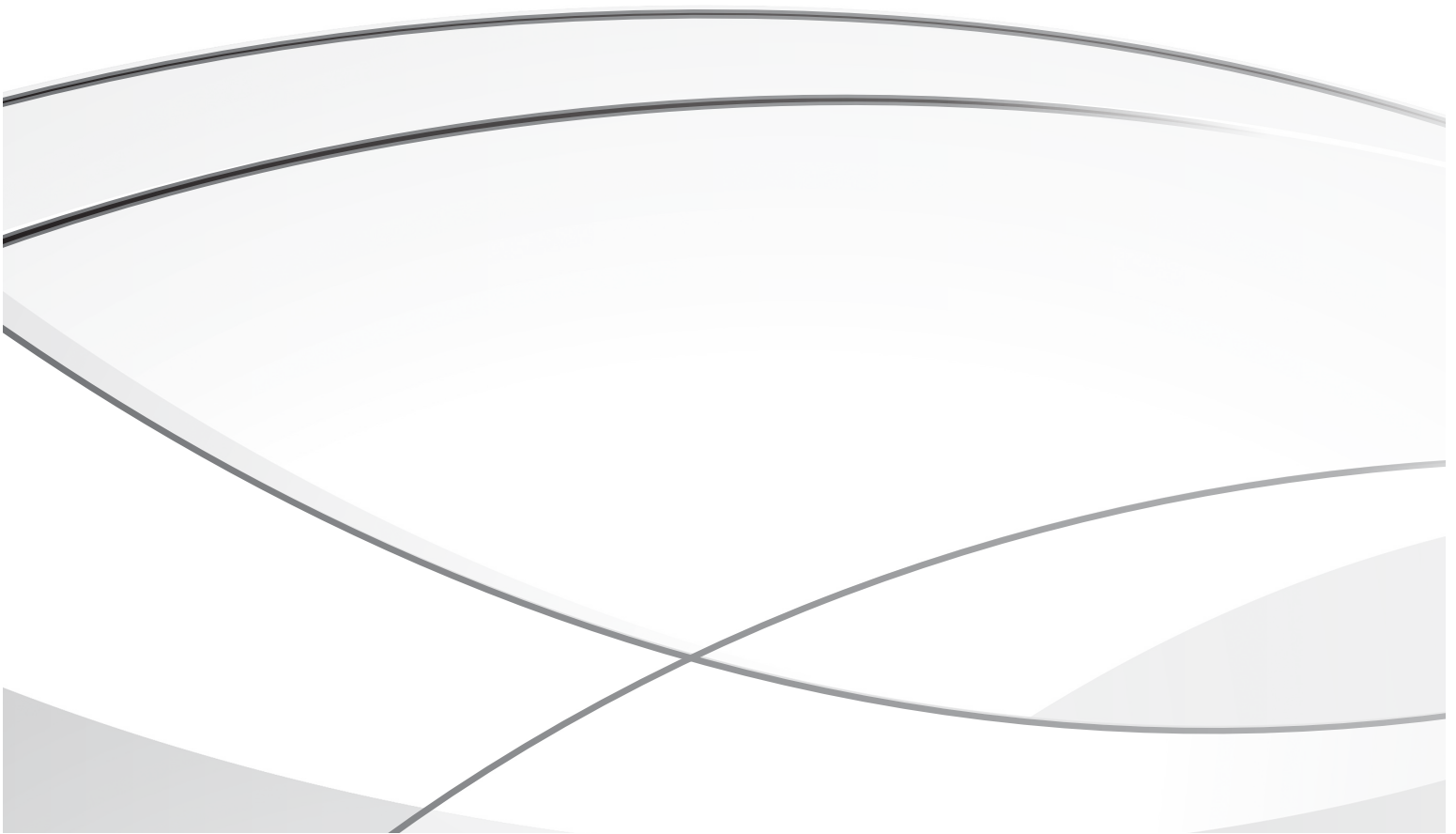
This manual provides you with the procedures for acquiring and maintaining Seventh-day Adventist teaching and administrative certification. Beyond the information contained here, you may also contact your local conference office of education and/or the certification registrar at each union conference office of education to learn more about the certification. This manual and certain individual information for each teacher who has been issued a certificate is available online. Find the links at www.adventisteducation.org or your union conference office of education website.

Thank you for maintaining the current status of your certification as a career priority. May you find fulfillment each day as you teach and lead your students on an ongoing journey to excellence.

— *North American Division Office of Education*

TABLE OF CONTENTS

1 GENERAL INFORMATION	5
1.1 Introduction	6
1.2 Certification Provisions	6
1.3 Application Procedures	7
1.4 General Eligibility Requirements	8
2 DENOMINATIONAL TEACHING CERTIFICATES	9
2.1 Basic Teaching Certificate	10
2.2 Standard Teaching Certificate	12
2.3 Professional Teaching Certificate	14
2.4 Administrator Certificate	16
2.5 Designated Subjects/Services Certificate	17
2.6 Special Provisions for Administrators	19
2.7 Conditional Teaching Certificate	20
3 ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE	21
3.1 Regular Endorsements	22
3.2 Specialty Endorsements	24
3.3 Professional Endorsements	27
3.4 Administrator Endorsements	29
4 SUPPLEMENTAL CERTIFICATION POLICIES	31
4.1 Certification Review Committee	32
4.2 Conversion of Certificates	32
4.3 Date of Issuance and Expiration of Certificates	33
4.4 Extension, Distance Learning, or Correspondence Schools	33
4.5 Legal Name	33
4.6 Permanent Certification Records	33
4.7 Continuing Education Units (CEU)	33
4.8 Teachers Over 65	36
4.9 Student Teaching Deficiency	36
4.10 Suspension or Revocation of Certificates	36
4.11 Waivers or Substitutions	36
4.12 Renewal for Overseas Teachers	36
5 ALTERNATIVE TEACHING CERTIFICATION	37
5.1 State or Provincially Certified Teachers	38
5.2 Renewal Requirements	38
6 TEACHER EDUCATION PROGRAM ENDORSEMENT	39
6.1 Introduction	40
6.2 Precondition Requirements	40
6.3 Standards for Program Endorsement	40
6.4 Teacher Endorsement Approval Process	42
INDEX	43



GENERAL INFORMATION

“**N**ow these are the gifts Christ gave to the church: the apostles, the prophets, the evangelists, and the pastors and teachers.”

— EPHESIANS 4:11 NLT

GENERAL INFORMATION

1.1 INTRODUCTION

Seventh-day Adventist educators' certification is granted to individuals based on the achievement of established personal, academic, and professional qualifications to practice the profession of instructing children and youth in a Seventh-day Adventist school. Holding a certificate does not imply imminent employment, but it is one criteria that potential employers use in determining suitability for employment.

Qualifying for the appropriate certificate and maintaining it through continued professional preparation and growth is the responsibility of each professional educator.

1.2 CERTIFICATION PROVISIONS

- 1.2.1 The North American Division PK-12 Board of Education establishes certification requirements for educational personnel.
- 1.2.2 Implementing certification policies is the responsibility of the North American Division Office of Education. It delegates to the union conference offices of education the authority to issue certificates on its behalf to educational personnel who meet the requirements. All teaching certificates are issued through union conference offices of education. The union director of education serves as certification officer for each union, and the union certification registrar maintains teacher records, processes transcripts, and issues appropriate certificates.
- 1.2.3 In the North American Division (NAD), reciprocity of certification exists among the union conference offices of education. Current teaching certificates issued by a union conference are accepted in other union conferences. Renewal, however, is the function of the union where the teacher is currently employed. Although a teaching certificate issued by another union may have been accepted at the time of employment, the union in which a teacher is currently employed may require the candidate to remove any deficiencies and/or meet any special union requirements before the certificate, other than the Basic Teaching Certificate, will be renewed or upgraded.
- 1.2.4 Each union conference shall appoint a Certification Review Committee to study and resolve problems pertaining to certification of individual teachers. The Certification Review Committee will forward to the North American Division Office of Education a copy of its minutes. Matters needing further clarification shall be forwarded by the Certification Review Committee to the North American Division Office of Education for counsel. Final disposition of each case is to be made by the union Certification Review Committee.

GENERAL INFORMATION

- 1.2.5 Seventh-day Adventist colleges/universities, accredited by the Adventist Accrediting Association (AAA), may request the North American Division Office of Education endorse their teacher education programs. Colleges/universities receiving program endorsement may issue Verification of Eligibility Certificates for the Basic Teaching Certificate to students who complete the endorsed teacher education programs. These certificates will be honored by the nine union conference offices of education within the North American Division.
- 1.2.6 The teacher is responsible for securing appropriate teaching certification for the current level of teaching and for following procedures as outlined in this manual to keep certification current.
- 1.2.7 All academic credits used for qualifying for certification, for endorsements, and for renewing certification shall be received from colleges or universities which are accredited by either AAA or a regional accreditation association.

1.3 APPLICATION PROCEDURES

- 1.3.1 The office of education in the union conference where an applicant is seeking certification and employment must receive the following:
 - a. An application or letter of request for certification review.
 - b. An official copy of the applicant's undergraduate and graduate transcripts sent directly to the union conference office of education from the college/university office of records. Unofficial transcripts and student copies of transcripts are unacceptable for certification purpose. Authenticated electronic transcripts may be accepted.
 - c. A Verification of Eligibility Certificate sent by the Adventist college/university from which the applicant has completed an NAD-endorsed teacher education program.
- 1.3.2 A graduate from a college/university without an NAD-endorsed teacher education program, as well as students who do not meet the requirements of the institution's approved program, are to apply for certification based on the requirements outlined in the *North American Division PK-12 Educators' Certification Manual* (see Section 2.1.2.b and 2.1.3).

GENERAL INFORMATION

1.4 GENERAL ELIGIBILITY REQUIREMENTS

1.4.1 Church Membership

An applicant for a denominational teaching certificate must be a member of the Seventh-day Adventist Church. Church membership is to be verified by the employing organization.

1.4.2 Conduct Requirements

A teaching certificate will not be issued to any person who has been convicted of a felony or who has exhibited unethical or immoral conduct that would put children at risk. A certificate may be revoked or suspended for any reason that is cause for not granting the same (see Section 4.10).

1.4.3 Degree Requirements

An applicant for a certificate, except the Designated Subjects/Services Certificate, must hold a minimum of a baccalaureate degree from a college or university accredited by AAA or a regional accreditation association, and meet the requirements within this NAD Certification Manual.

1.4.4 Scholarship

Grades below C- are not acceptable in the following:

- a. Academic majors or minors, including elementary or early childhood education majors.
- b. Professional education courses.
- c. Content area endorsements.
- d. Required religion courses (see Section 2.1.2.b).
- e. Course work in health principles as based on the Bible and writings of Ellen G. White.

DENOMINATIONAL TEACHING CERTIFICATES

If your gift is serving others, serve them well. If you are a teacher, teach well.”

— ROMANS 12:7 NLT

DENOMINATIONAL TEACHING CERTIFICATES

The following certificates are available: (a) Basic Teaching Certificate, (b) Standard Teaching Certificate, (c) Professional Teaching Certificate, (d) Administrator Certificate, (e) Designated Subjects/Services Certificate, and (f) Conditional Teaching Certificate.

2.1 BASIC TEACHING CERTIFICATE

2.1.1 Introduction

The Basic Teaching Certificate is the initial certificate issued to applicants who meet the criteria cited below. A Basic Teaching Certificate is valid for three years.

2.1.2 General Requirements

The Basic Teaching Certificate may be issued to an applicant who has completed an NAD-approved program or the requirements of the credit-based program (see Section 2.1.2.b).

a. Approved Program

- Has been issued a Verification of Eligibility Certificate (see Section 1.2.5).
- Meets initial General Eligibility Requirements (see Section 1.4).

b. Credit-Based Program

- Meets General Eligibility Requirements (see Section 1.4).
- Has completed 12 semester/18 quarter credits of religion courses taken in a Seventh-day Adventist college/university covering the following areas:
 - Spirit of Prophecy
 - Seventh-day Adventist Church history
 - Seventh-day Adventist doctrines
 - Biblical content studies (After a minimum of one biblical content course has been completed, other courses in religion relevant to the teacher education program may be taken.)
- Has completed course work in health principles as found in the Bible and the writings of Ellen G. White.
- Has completed 20 semester/30 quarter academic credits in education, which may include methods courses. 6 semester/9 quarter academic credits of the required courses taken in education must be taken within the five-year period prior to the date the Basic Teaching Certificate is issued. Required areas shall include:

DENOMINATIONAL TEACHING CERTIFICATES

- Principles and philosophy of Seventh-day Adventist education as based on the Bible and the writings of Ellen G. White
 - Developmental and educational psychology
 - Classroom assessment strategies
 - Exceptional children 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 (If the student teaching is not done in a Seventh-day Adventist school, structured experiences in a Seventh-day Adventist school are required elsewhere in the program.)
- c. 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 3.1).
- d. 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 Sections 3.1 and 3.2).

2.1.3 Extension of the Basic Teaching Certificate

The Basic Teaching Certificate shall be valid for three years. If the teacher has not completed three years of teaching experience at the end of the initial three-year period, he/she may apply for an extension of the Basic Certificate for up to two years without taking additional course work.

2.1.4 Reinstatement of the Basic Teaching Certificate

- a. If a teacher has not completed three years of teaching within the five years as described above, the certificate may be reinstated by earning 6 semester/9 quarter credits of education courses or courses in area (s) of endorsement.
- b. Academic credits submitted for reinstatement of the Basic Teaching Certificate must be completed in the five year period immediately prior to reinstatement of the certificate. 2 semester/3 quarter credits may apply toward the 6 semester/9 quarter credits needed to obtain the Standard Teaching Certificate.
- c. If a teacher has three years or more of teaching experience, a Basic Teaching Certificate cannot be reinstated. The teacher must qualify for a Standard Teaching Certificate.

DENOMINATIONAL TEACHING CERTIFICATES

2.2 STANDARD TEACHING CERTIFICATE

2.2.1 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 a Basic Teaching Certificate (see Section 2.1)
- c. Has completed, with appropriate documentation, a minimum of three years of full-time teaching, its equivalent, or has completed a minimum of five years of half-time teaching in a PK-12 classroom
- d. Has completed 6 semester/9 quarter credits of professional education courses or courses in area(s) of endorsement(s) beyond the requirements of the Basic Teaching Certificate
- e. Submits official transcripts of academic credit earned

2.2.2 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 Sections 3.1 and 3.2).

2.2.3 Renewal of the Standard Teaching Certificate

- a. The Standard Teaching Certificate shall be valid for five years. The certificate may be renewed by completing a total of 10 semester/15 quarter credits, meeting the following requirements:
 - A minimum of 4 semester/6 quarter credits of post-baccalaureate or graduate academic credit earned in an accredited institution
 - An additional 6 semester/9 quarter credits that may be taken as academic credit or the equivalent CEUs (see Section 4.7)
 - Specific requirements established by the union conference in which the educator is currently employed at the time of renewal
- b. Special provision for renewal of the Standard Teaching Certificate with an elementary endorsement.

DENOMINATIONAL TEACHING CERTIFICATES

- If the candidate has not previously done so, courses in at least two of the following areas must be successfully completed:
 - Fine arts methods
 - Applied arts
 - Advanced instructional technology applications
 - Physical education
 - Children’s literature
 - Teaching English Language Learners (ELL)
 - Multicultural education
 - Outdoor Education
- c. If the candidate has been issued a certificate with an elementary endorsement under the Alternative Certification Criteria prior to September 2018 (see Section 5), the candidate is required to complete an elementary religion methods course.
- d. Special provision for the renewal of the Standard Teaching Certificate with secondary endorsement:
 - If the candidate has not previously done so, a course in at least one of the following areas must be successfully completed:
 - Inclusive and/or special education
 - Multicultural education
 - Teaching English Language Learners (ELL)
 - Advanced instructional technology applications
 - Theories of teaching and learning
 - Secondary reading and writing in the content area
- e. All course work or Continuing Education Units (CEUs) for renewal of the Standard Teaching Certificate must be completed during the five years that the current Standard Teaching Certificate is valid except as provided for in 4.3.2.

2.2.4 Reinstatement of an Expired Standard Teaching Certificate

When a teacher applies for reinstatement of a Standard Teaching Certificate that expired two or more years prior to the time of application, the following criteria must be met:

- a. Current requirements for the Standard Teaching Certificate
- b. 10 semester/15 quarter credits of upper-division, post-baccalaureate, or graduate credit in professional education, or courses in area(s) of endorsement
- c. All work submitted for reinstatement of the Standard Teaching Certificate must be taken in the five-year period immediately prior to reinstatement of the certificate

DENOMINATIONAL TEACHING CERTIFICATES

2.3 PROFESSIONAL TEACHING CERTIFICATE

2.3.1 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 2.2)
- c. Meets one of the following requirements:
 - Holds a master's degree. Teachers with a master's degree can move directly from a Basic to a Professional Certificate as soon as they complete the required three years of teaching, provided that the master's degree credits were completed within the five years prior to the upgrade. If the master's degree was completed more than five years previous, an additional 6 semester/9 quarter credits of academic coursework is required as outline in 2.1.4
 - Has completed a state prescribed fifth-year program for teachers
 - Has earned 40 semester/60 quarter credits of upper-division, post-baccalaureate, or graduate credit. 30 semester/45 quarter credits must be earned by taking courses in education and/or in no more than two areas of endorsement
- d. Has earned upper-division, post-baccalaureate, or graduate credit beyond the requirements of a Basic Teaching Certificate in at least two of the following areas:
 - Theories of teaching and learning
 - Curriculum
 - Advanced instructional practice
 - Classroom assessment strategies
 - Teaching English Language Learners (ELL)
 - Advanced instructional technology applications
 - Inclusive and/or special education
 - Trends and issues in education
 - Multicultural education

DENOMINATIONAL TEACHING CERTIFICATES

2.3.2 Endorsements

- a. The endorsements of the Standard Teaching Certificate will be transferred to the Professional Teaching Certificate.
- b. Additional regular, specialty, or professional endorsements may be added at any time if the candidate has a current teaching certificate and the requirements for the endorsements are met (see Sections 3.1, 3.2, and 3.3).

2.3.3 Renewal of the Professional Teaching Certificate

- a. The Professional Teaching Certificate shall be valid for five years. Renewal of the certificate requires 6 semester/9 quarter credits, which may be earned in the following ways:
 - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
 - The equivalent Continuing Education Units (CEUs) (see Section 4.7), or
 - Any combination of the above
- b. If the candidate has been issued a certificate with an elementary endorsement under the Alternative Certification Criteria prior to September 2018 (see Section 5), the candidate is required to complete an elementary religion methods course.
- c. All credits submitted for the renewal of the Professional Teaching Certificate must have been completed during the five-year period immediately prior to renewal of the certificate, except as provided for in 4.3.2.
- d. Specific requirements established by the union conference in which the educator is employed at the time of renewal

2.3.4 Reinstatement of an Expired Professional Teaching Certificate

When a teacher applies for reinstatement of a Professional Teaching Certificate that expired two or more years prior to the application, the following criteria must be met:

- a. Current requirements for the Professional Teaching Certificate
- b. 6 semester/9 quarter credits must be earned. At least half of the required credits must be academic credit in appropriate professional education courses and/or in the area(s) of endorsement. The remaining credits may be taken in Continuing Education Units (CEU).
- c. All work submitted for reinstatement of the Professional Teaching Certificate must be completed in the five-year period immediately prior to reinstatement of the certificate, except as provided for in 4.3.2.

DENOMINATIONAL TEACHING CERTIFICATES

2.4 ADMINISTRATOR CERTIFICATE

2.4.1 Introduction

The Administrator Certificate is specifically designed for school principals and conference educational personnel. Teachers who complete the requirements may receive an Administrator Certificate.

2.4.2 General Requirements

The Administrator Certificate may be issued to an applicant who:

- a. Meets initial General Eligibility Requirements (see Section 1.4)
- b. Qualifies for a Professional Teaching Certificate (see Section 2.3)
- c. Holds a master's degree
- d. Demonstrates competency by 1) earning a minimum of 18 semester/27 quarter credits of graduate courses selected from the areas of curriculum development, school administration, supervision of instruction, school law, school finance, school facilities, personnel administration, school public relations, religious education, field experience, or 2) holding a doctoral degree in administration and /or leadership with emphasis in education

2.4.3 Endorsements

- a. An applicant must qualify for at least one of the administrator endorsements (see Section 3.4).
- b. Additional administrator endorsements may be added at any time provided the Administrator Certificate is current and the requirements for the endorsement are met (see Section 3.4).

2.4.4 Renewal of Administrator Certificate

- a. The Administrator Certificate shall be valid for five years. Renewal of the certificate requires 6 semester/9 quarter credits, which may be earned in the following ways:
 - Completion of upper-division, post-baccalaureate, or graduate course work in professional education or area(s) of endorsement, or
 - The equivalent in Continuing Education Units (CEUs) (see Section 4.7), or
 - Any combination of the above

DENOMINATIONAL TEACHING CERTIFICATES

- b. All work submitted for the renewal of the Administrator Certificate must be completed in the five-year period immediately prior to the date the certificate is renewed, except as provided for in 4.3.2.

2.4.5 Reinstatement of an Expired Administrator Certificate

When an applicant applies for the reinstatement of an Administrator Certificate that expired two or more years prior to the application, the following criteria must be met:

- a. Current requirements for the Administrator Certificate
- b. 6 semester/9 quarter credits must be earned. At least half of the required credits must be academic credit in appropriate courses in supervision or administration and/or in the area(s) of other endorsements. The remaining credits may be taken in Continuing Education Units (CEUs).
- c. All work submitted for reinstatement of the Administrator Certificate must be completed in the five-year period immediately prior to application for reinstatement of the certificate.

2.5 DESIGNATED SUBJECTS/SERVICES CERTIFICATE

2.5.1 Introduction

The Designated Subjects/Services Certificate is issued to an 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. Certificated PK-12 teachers may be issued a DS/Services certificate for a non-core subject area endorsement.

2.5.2 General Requirements

The Designated Subjects/Services Certificate and exceptions may be issued to an applicant who:

- a. Is recommended by the local conference office of education for consideration by the union conference certification officer and/or Certification Review Committee
- b. Meets initial General Eligibility Requirements (see Section 1.4 except 1.4.3 and 1.4.4)

DENOMINATIONAL TEACHING CERTIFICATES

- c. Provides verification of a high school diploma or highest degree earned.
- d. Provides verification of successful and recent experience in the technical skill, trade, vocation, or nonvocational subject named on the certificate, with a minimum equivalent of five years of experience

One year of the required experience must be within the three-year period immediately preceding the application for issuance of the certificate. Work experience is defined as paid work experience or its equivalent.

- e. Is teaching in a non-core subject area. Designated Certificates will not be granted in the following subjects: English, math, science, social studies, and religion. Applicants for a designated certificate to teach religion shall complete the NAD-approved Encounter training.

QUALIFYING EXPERIENCE

EDUCATION AND/OR TRAINING	WORK EXPERIENCE REQUIRED
High school diploma or equivalent	five years
One year of occupational preparation appropriate or related to teaching field	four years
Two years of occupational preparation appropriate or related to teaching field	three years
Three years of occupational preparation appropriate or related to teaching field	two years
Baccalaureate degree with a major in or related to teaching field	two years
Completion of an apprenticeship or similar program in accordance with industry and labor standards	two years

DENOMINATIONAL TEACHING CERTIFICATES

2.5.3 Renewal of the Designated Subjects/Services Certificate

- a. The Designated Subjects/Services Certificate shall be issued for one to three years and may be renewed upon recommendation of the local conference office of education and approved by the union certification officer and/or the Certification Review Committee.
- b. Specific requirements for renewal shall include Continuing Education Units (CEUs) and/or academic credits to improve pedagogy or subject area expertise and will be determined at time of issuance.

2.6 SPECIAL PROVISION FOR ADMINISTRATORS

2.6.1 The following certificates may be issued for a one- to three-year term.

- a. A Designated Administrator Certificate may be issued to an applicant with a baccalaureate degree plus five years of work experience in an administrative position.
- b. A Conditional Administrative Certificate may be issued to an applicant with a master's degree plus five years of teaching experience.

2.6.2 Applicant must work toward an administrator endorsement (see Section 3.4).

2.6.3 Renewal requirements will be identified in consultation with the union certification officer and the local conference office of education.

DENOMINATIONAL TEACHING CERTIFICATES

2.7 CONDITIONAL TEACHING CERTIFICATE

2.7.1 Introduction

Upon receipt of an official transcript showing completion of a baccalaureate degree, a Conditional Teaching Certificate may be issued to an applicant who does not meet the requirements for a Basic Teaching Certificate or the requirements for an endorsement. The certificate is valid for the specific area(s) indicated on the certificate. For example, it may be issued to an individual who has not completed the required course work in religion or who may not qualify for either an elementary or secondary endorsement.

2.7.2 General Requirements

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

- a. Meets initial General Eligibility Requirements (see Section 1.4)
- b. Has completed a minimum of a baccalaureate degree
- c. Is working toward a Basic, Standard, or Professional Teaching Certificate and/or a specific endorsement

2.7.3 Renewal of the Conditional Teaching Certificate

- a. The Conditional Teaching Certificate is valid for one year. Renewal of the certificate requires 6 semester/9 quarter credits of academic credit during each contract year, until the requirements for the appropriate certificate or endorsement are met.
- b. The 6 semester/9 quarter credits shall be in courses selected from areas of the applicant's certification needs as determined by the certification officer of the union conference office of education in cooperation with the employing organization.
- c. If the applicant is not a graduate of an NAD-approved Seventh-day Adventist college/university teacher education program and has not met the religion requirement (see Section 2.1.2.b), a minimum of one course in religion must be completed or a competency exam passed each contract year as part of, or in addition to, the required 6 semester/9 quarter credits until the religion requirement is met for a Basic Teaching Certificate (see Section 2.1.2.b) or the course work described in Section 5.1.3 is completed.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

“He who co-operates with the divine purpose in imparting to the youth a knowledge of God, and molding the character into harmony with His, does a high and noble work.”

— EDUCATION, P. 19

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.1 REGULAR ENDORSEMENTS

3.1.1 Elementary Endorsement

The elementary endorsement is valid for teaching grades 1-8 (valid for grades 1-9 in a union conference with approved 1-9 programs). An applicant for an elementary endorsement must complete the following requirements in addition to fulfilling the general requirements for the Basic Teaching Certificate:

- a. Required elementary curriculum methods in the following:
 - Science
 - Health
 - Mathematics
 - Reading
 - Language arts
 - Religion
 - Social studies
- b. The following areas are recommended for further study. Courses in at least two of these areas must be successfully completed to renew a Standard Teaching Certificate (see Section 2.2.3):
 - Fine arts methods
 - Physical education methods
 - Children’s literature
 - Applied arts
 - Advanced instructional technology applications
 - Outdoor education
 - Multicultural education
 - Teaching English Language Learners (ELL)
- c. Applicants must have instruction and experiences in a multigrade classroom of three or more grades, preferably in a small school with three or fewer teachers.

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.1.2 Secondary Content Area Endorsements

A secondary endorsement is valid for subjects in grades 6-12 for which the applicant qualifies. An applicant for a secondary endorsement must complete the following in addition to the general requirements for the Basic Teaching Certificate:

- a. 18 semester/27 quarter credits in a teaching content area, or pass a standardized equivalency exam approved by the union certification officer
- b. One or more courses in secondary curriculum materials and methods
- c. A course in reading methods or a course in secondary reading and writing methods in the content areas
- d. Special provisions or requirements.
 - Religion special requirement — An applicant for the religion content area endorsement must have a methods course in the teaching of secondary religion in addition to the required credits in religion content and the secondary curriculum materials and methods course(s).
 - Science and math special requirement — An applicant who has a major in mathematics and a minor in one of the science areas (e.g., 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 12 semester/18 quarter credits in each area endorsement.
 - Physics special requirement — An applicant may qualify for an endorsement in physics by completing a minimum of 9 semester/13.5 quarter credits in physics and the balance to equal 18 semester/27 quarter credits from mathematics and/or chemistry.
 - Integrated science special requirement — An applicant may qualify for an integrated science endorsement in preparation of teaching biology, chemistry, physics and related secondary science courses, upon completion of 16 semester/24 quarter credits in one of the sciences (e.g., biology, chemistry or physics), a minimum of 3 semester/4.5 quarter credits in each of the remaining two science areas, and a total of 32 semester/48 quarter credits in sciences combined.
 - Additional endorsements — When an applicant has qualified for an endorsement he/she may obtain additional endorsements by passing a standardized equivalency exam approved by the union certification officer or by completing a minimum of 18 semester/27 quarter credits for each content area endorsement. (NOTE: An endorsement in a foreign language for native speakers must at least fulfill the equivalency exam requirement.)

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.2 SPECIALTY ENDORSEMENTS

Issued to individuals holding a Basic, Standard, or Professional Teaching Certificate.

- 3.2.1 Junior Academy — A junior academy endorsement is valid for subjects in grades 6-10 in a union-approved junior academy/middle school and may be issued to an applicant who:
- a. Qualifies for the elementary endorsement and/or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in core subjects (to include math, science, English, social studies, religion) and 9 semester/13.5 quarter credits in each of the other content areas of endorsement. (Effective September 1, 2018)
 - c. Special provisions:
 - Religion — An endorsement for religion requires the applicant to complete an elementary or secondary religion methods course.
 - English — An endorsement in English may include a maximum of 3 semester/4.5 quarter credits of freshman English and 3 semester/4.5 quarter credits of speech.
 - Fine Arts — An endorsement in fine arts may include credit in art, graphic arts, and music.
 - General Science — An endorsement in general science may include credit in any of the sciences with a minimum of at least 3 semester/4.5 quarter credits in a life science area and 3 semester/4.5 quarter credits in a physical science.
 - Health/Physical Education — An endorsement in health/physical education may include credit in health and physical education.
 - Foreign Language — An endorsement in a foreign language for native speakers may be earned by successfully completing a standardized equivalency exam.
- 3.2.2 Pre-Kindergarten — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement
 - b. Has completed two courses that include the following:
 - Early Childhood curriculum and Methods
 - Developmentally Appropriate Practice

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- c. Has completed student teaching or field experience at the Pre-Kindergarten level.
- 3.2.3 Kindergarten — May be issued to an applicant who:
 - a. Qualifies for the elementary endorsement
 - b. Has completed two courses that include the following:
 - Methods of Instruction for Kindergarten
 - Organization and administration of kindergarten education
 - c. Has completed student teaching or field experience at the kindergarten level
- 3.2.4 Library/Instructional Media — May be issued to an applicant who:
 - a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in library science and instructional media
- 3.2.5 Reading — May be issued to an applicant who:
 - a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in reading
- 3.2.6 Guidance and/or Counseling — May be issued to an applicant who:
 - a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in guidance and/or counseling
- 3.2.7 English Language Learner — May be issued to an applicant who:
 - a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in teaching English language learners

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

- 3.2.8 Inclusive and/or Special Education — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in inclusive and/or special education
- 3.2.9 Computer Applications — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Demonstrates competency in the skill areas to be taught such as computer literacy and/or desktop publishing (The qualifying experience criteria for the Designated Subjects/Services Certificate may be used as a basis for determining qualification. See 2.5.2d.)
- 3.2.10 Computer Science — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement or a secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in computer science and related studies
- 3.2.11 Educational Technology — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement or secondary content area endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits in educational technology including at least four of the following nine areas:
 - Integrating technology in the curriculum
 - Trends and issues in education technology
 - Technology learning theories
 - Distributed learning technology
 - Internet in the classroom
 - Technology instructional applications
 - Managing school technology resources
 - Technology and the exceptional student
 - Emerging technologies

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.3 PROFESSIONAL ENDORSEMENTS

Issued to individuals holding a Professional Teaching Certificate.

- 3.3.1 Curriculum and Instruction Specialist — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement or secondary content area endorsement
 - b. Has completed a minimum of 18 semester/27 quarter credits of additional graduate-level courses in curriculum and instruction
- 3.3.2 Library/Instructional Media Specialist — May be issued to an applicant who:
- a. Qualifies for the library/instructional media endorsement
 - b. Has completed a minimum of 9 semester/13.5 quarter hours of additional graduate-level work in media services
- 3.3.3 Reading Specialist — May be issued to an applicant who:
- a. Qualifies for the reading endorsement
 - b. Has completed a minimum of 6 semester/9 quarter credits of additional graduate-level courses in reading or reading related courses (e.g., psycholinguistics, linguistics, children’s literature, reading diagnosis, remediation, practicum)
- 3.3.4 Small School Specialist — May be issued to an applicant who:
- a. Qualifies for the elementary endorsement
 - b. Has completed a minimum of 12 semester/18 quarter credits of additional graduate-level courses in small-schools curriculum, instruction, and management
 - c. Has taught a minimum of three years in a one-, two-, or three-teacher school

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.3.5 Inclusive and/or Special Education Specialist — May be issued to an applicant who:

- a. Qualifies for the inclusive and/or special education endorsement
- b. Has completed a minimum of 6 semester/9 credits of additional graduate-level courses in inclusive/special education and supporting courses within the following areas:
 - Assessment and planning for students with special needs
 - Advanced instructional strategies for working with students with learning disabilities
 - Special education law (legal and ethical aspects of special education)
 - Educating students with specific disabilities (i.e., autism, emotional/behavioral disorders, severe and low incidence disorders, ADHD, etc.)

3.3.6 Educational Technology Specialist — May be issued to an applicant who:

- a. Qualifies for the educational technology endorsement
- b. Has completed a minimum of 6 semester/9 quarter credits of additional graduate-level courses beyond the education technology endorsement from the following areas:
 - Integrating technology in the curriculum
 - Trends and issues in education technology
 - Distributed learning technology
 - Internet in the classroom
 - Technology instructional applications
 - Managing school technology resources
 - Technology and the exceptional student
 - Emerging technologies
 - Repairing and networking computers

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.4 ADMINISTRATOR ENDORSEMENTS

Issued to an applicant who qualifies for an Administrator Certificate.

3.4.1 Principal — May be issued to an applicant who has completed a minimum of one graduate-level course in each of the following areas:

- Curriculum
- Supervision
- School law
- School administration
- School finance

3.4.2 Supervisor of Instruction — May be issued to an applicant who has completed each of the following:

- at least two graduate level courses in curriculum
- at least one graduate level course in supervision
- at least one graduate level course in improving instruction
- at least one graduate level course in school administration

ENDORSEMENTS FOR DENOMINATIONAL TEACHING CERTIFICATE

3.4.3 Superintendent of Schools — May be issued to an applicant who:

a. Has completed a minimum of 24 semester/36 quarter credits of graduate level courses including at least one course in each of the following areas:

- School administration
- Personnel administration
- Curriculum
- Supervision
- School law
- School finance

(School facility management may be integrated into other course work.)

b. Has completed a minimum of three consecutive years in school administration and/or supervision of instruction

SUPPLEMENTAL CERTIFICATION POLICIES

“In every human being He discerned infinite possibilities. He saw men as they might be, transfigured by His grace — in ‘the beauty of the Lord our God.’ Psalm 90:17.”

— EDUCATION, P. 80

SUPPLEMENTAL CERTIFICATION POLICIES

4.1 CERTIFICATION REVIEW COMMITTEE

The union conference Certification Review Committee is to study and resolve problems relating to certification. It is recommended that members of the Certification Review Committee should include:

- 4.1.1 Union conference education personnel
- 4.1.2 College department/university school of education representative(s)
- 4.1.3 Representatives from the teaching profession (principals, superintendents of schools, or teachers) as selected by the union conference office of education

4.2 CONVERSION OF CERTIFICATES

4.2.1 Definition of Conversion of Certificates

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

4.2.2 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 the following methods courses: health, language arts, mathematics, reading, religion, science and social studies.

4.2.3 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. The requirements for a content area endorsement (see Section 3.1.2)
- b. A secondary curriculum materials and methods course
- c. 18 semester/27 quarter credits in a subject that is commonly taught in the secondary school, or an equivalency exam as approved by the union certification officer

SUPPLEMENTAL CERTIFICATION POLICIES

4.3 DATE OF ISSUANCE AND EXPIRATION OF CERTIFICATES

- 4.3.1 Certificates are effective beginning with the date on which the request, with official documents, is approved by the union conference office of education. Certificates expire on August 31 of the final year for which they are issued.
- 4.3.2 Excess renewal credits 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. (See also Sections 2.2.3 and 2.3.4.)

4.4 EXTENSION, DISTANCE LEARNING, OR CORRESPONDENCE SCHOOLS

Credit earned from accredited extension, distance learning, or correspondence schools may be accepted in fulfilling requirements for certification, including additional endorsements. Credit for religion courses is accepted only from a Seventh-day Adventist college/university.

4.5 LEGAL NAME

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

4.6 PERMANENT CERTIFICATION RECORDS

Transcripts submitted for certification become a part of the individual's permanent certification record at the union conference office of education. When a teacher or administrator transfers to another union, the certification records are forwarded to that union upon request of the teacher, administrator, or the union conference certification officer.

4.7 PROFESSIONAL ACTIVITY – CONTINUING EDUCATION UNITS (CEU)

- 4.7.1 Continuing Education Units (CEU) are earned by participation in professional learning activities that extend and enhance the educator's professional expertise. CEUs may be used to meet requirements for certification renewal or reinstatement for educators holding designated subject, standard, professional, and/or administrator certificates as applicable (see 2.2.3, 2.2.4, 2.3.3, 2.3.4, 2.4.4, 2.4.5, and 2.5.3).

SUPPLEMENTAL CERTIFICATION POLICIES

4.7.2 One Continuing Education Unit (CEU) is equivalent to 10 clock hours of participation in a professional development activity (1 CEU = 10 clock hours). CEUs may be recorded in tenths of a CEU since one clock hour is equivalent to 0.1 CEU.

Where professional learning clock hours (CEUs) may be utilized in lieu of academic credits as provided by this certification manual, the equivalent to academic credit is calculated in the following manner:

20 clock hours (2 CEUs) is equivalent to 1 quarter credit.

30 clock hours (3 CEUs) is equivalent to 1 semester credit.

- For renewal of a Standard Certificate, up to 6 semester/9 quarter credits required may be met by earning the equivalent 18 CEUs (see 2.2.3).
- For renewal of a Professional and/or Administrator Certificate, all of the required 6 semester/9 quarter credits may be met by earning the equivalent 18 CEUs (see 2.3.3 or 2.4.4).
- Reinstatement of a Professional and/or Administrator Certificate may be partially met by earning CEUs (see 2.3.4 or 2.4.5).

4.7.3 Educators benefit when earning CEUs in a variety of professional development activities. These activities include the following, which are listed in four categories. Activities from at least two different categories shall be included in the CEUs submitted for renewal during the five years prior to renewal. Qualifying professional development activities do not include those activities that are part of an educator's regular duties.

PROFESSIONAL LEARNING (independent)

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
a) Complete the NAD Professional Growth Reading Plan	3.0 CEUs total/year
b) Professional reading of books and journals	0.1 CEU per 50 pgs 3.0 CEUs total/year
c) Participate in prearranged educational travel	0.5 CEU per day 3.0 CEUs total/year

PROFESSIONAL LEARNING (group)

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
d) Complete continuing education course (submit certificate) ¹	Provider assigned
e) Attend a professional conference, workshop, or seminar	0.1 CEU/hour
f) Attend a denominational conference, workshop, or seminar	0.1 CEU/hour

SUPPLEMENTAL CERTIFICATION POLICIES

PROFESSIONAL COLLABORATION

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
g) Mentoring in a conference-sponsored mentoring program	2.0 CEUs total/year
h) Participation in a study group or learning community	0.1 CEU/hour
ij) Peer observation with follow-up reflective learning	0.1 CEU/hour
j) Field testing (piloting) NAD curriculum materials	NADOE assigned
k) Serving on a school evaluation visiting team	0.5 CEU/day
l) Participation on education committees/boards	0.1 CEU/hour

PROFESSIONAL PRESENTATION AND WRITING

PROFESSIONAL DEVELOPMENT ACTIVITY	TYPICAL CEU VALUE
m) Supervision of a student teacher	0.2 CEU/week
n) Teach a university course	CEU equivalent of course value ²
o) Presenting at an education conference, workshop, or seminar	0.3 CEU/hour ³
p) Writing a published non-peer reviewed journal article	1.0 CEU/article
q) Writing a published peer-reviewed professional article	3.0 CEUs/article
r) Writing and publishing a book on an educational topic	4.0 CEUs/100 pages

Superscript: 1 – Courses offered as non-academic credit from Adventist Learning Community and other educational/professional organizations

2 – The equivalent to academic credit is calculated in the following manner:
 20 clock hours (2 CEUs) is equivalent to 1 quarter credit.
 30 clock hours (3 CEUs) is equivalent to 1 semester credit.

3 – Per hour of presentation scheduled by the sponsoring educational organization

4.7.4 The Adventist Learning Community (ALC) offers a number of professional development courses. These courses do not provide academic credit; upon successful completion, Continuing Education Units (CEUs) are granted. Learning activities submitted for certificate renewal are to contribute directly to professional growth and enhance the employee's professional skills or expertise. Courses listed under section 5.1.3 are available for CEUs.

4.7.5 Satisfactory involvement in professional activities shall be verified by the local conference superintendent of schools or academy principal. It should be reported to the union certification registrar at the end of each school year. The Union Conference Certification Officers have the final authority to determine CEUs granted.

SUPPLEMENTAL CERTIFICATION POLICIES

4.8 TEACHERS OVER 65

Teachers who are 65 years of age or older and who hold, or have held within the previous five years, a valid denominational certificate are exempt from the requirement for renewal of a certificate.

4.9 STUDENT TEACHING DEFICIENCY

For an applicant who has not graduated from a teacher education program, the student teaching deficiency may be met in one of the following ways:

- 4.9.1 By completion of the regular student teaching requirement at the college/university.
- 4.9.2 By completion of a college/university internship program.
- 4.9.3 By a waiver of the requirement when all of the following stipulations are met:
 - a. Completion of a minimum of three years of successful full-time teaching or its equivalent
 - b. The recommendation of the superintendent of schools
 - c. Ongoing supervision by local conference office of education personnel
 - d. The student teaching waiver does not reduce the 20 semester/30 quarter hour professional education requirement for the Basic Teaching Certificate

4.10 SUSPENSION OR REVOCATION OF CERTIFICATES

Any denominational certificate issued in accordance with the provision of this manual may be suspended or revoked for any reason that is cause for not granting the same (see Section 1.4.1 and 1.4.2), and/or for any other reason as provided in the union conference education code.

The union conference education code shall identify a process for suspension or revocation that may be initiated by either the employing organization or automatically by the certification officer under certain circumstances.

4.11 WAIVERS OR SUBSTITUTIONS FOR INDIVIDUAL APPLICANTS

Exceptions by waivers or substitutions authorized by the union conference Certification Review Committee are to be recorded and maintained in the teacher's permanent certification file. If a teacher transfers to another union, a current certificate will be accepted by the union. However, the union to which a teacher transfers may require that deficiencies be removed and/or special requirements be met before the certificate is renewed.

4.12 RENEWAL FOR OVERSEAS TEACHERS

Overseas teachers should request renewal of certification by the certification registrar of the union which holds the current certification record of the individual.

ALTERNATIVE TEACHING CERTIFICATION

“And you yourself must be an example to them by doing good works of every kind. Let everything you do reflect the integrity and seriousness of your teaching.”

— TITUS 2:7 NLT

ALTERNATIVE TEACHING CERTIFICATION

5.1 STATE OR PROVINCIALLY CERTIFIED TEACHERS

Designed to meet the needs of individuals who have not completed teacher education in an Adventist college/university and who hold a state or provincial teaching certificate but not a denominational teaching certificate.

A teaching certificate may be issued to an applicant who fulfills the following requirements:

- 5.1.1 Meets the general eligibility requirements outlined in Section 1.4
- 5.1.2 Holds a current state or provincial teaching certificate in the level or subject area for which the individual is applying
- 5.1.3 Has satisfactorily completed courses in each of the following:
 - a. Philosophy of Seventh-day Adventist education
 - b. Seventh-day Adventist religion courses in Bible doctrines, Spirit of Prophecy, and Seventh-day Adventist Church history
 - c. Health principles based on the Bible and the writings of Ellen White
 - d. Elementary religion methods for elementary endorsement. (Effective September 1, 2018)
- 5.1.4 Meets the above course requirements through the following options:
 - a. Individual courses completed through an Adventist college/university
 - b. CEUs completed through the Adventist Learning Community (ALC) (available for 5.1.3 a-c only)
 - c. Challenge examination(s) in appropriate courses offered through an Adventist college/university. Authorization must be received from the union certification officer prior to selection of the challenge examination(s).

5.2 RENEWAL REQUIREMENTS

The teaching certificate may be renewed by meeting the renewal requirements for standard or professional certificates (see Section 2.2.3 and 2.3.3).

TEACHER EDUCATION PROGRAM ENDORSEMENT

“Never had the world’s great men such a teacher. When the disciples came forth from the Savior’s training, they were no longer ignorant and uncultured. They had become like Him in mind and character, and men took knowledge of them that they had been with Jesus.”

— CONFLICT AND COURAGE, P. 282

TEACHER EDUCATION PROGRAM ENDORSEMENT

6.1 INTRODUCTION

Adventist college/university teacher education programs are required to meet applicable state/provincial requirements in order to operate within their jurisdiction. For graduates completing these programs to be certificated as proscribed by this NAD PK-12 Educators' Certification Manual, teacher education programs in Adventist colleges and universities must also meet denominational standards to prepare Adventist teachers for service in Seventh-day Adventist schools. Candidates completing an NAD-endorsed teacher education program will be eligible for a Basic Teaching Certificate (see Section 1.2.5, 1.3.1.c, 1.3.2, and 2.1.2.a).

Adventist college/university teacher education programs are authorized by the NAD Office of Education to grant Verifications of Eligibility Certificates. The program endorsement process that follows has been established to ensure consistent implementation of the pre-conditions and standards for Adventist educator certification.

6.2 PRECONDITION REQUIREMENTS

The following requirements are prerequisite for endorsement of the teacher education program by the NAD Certification Officers (Union Directors of Education Council).

- 6.2.1 The college/university holds current accreditation by the Adventist Accrediting Association, Inc.
- 6.2.2 The college/university holds current regional accreditation.
- 6.2.3 The teacher education program holds state/provincial and/or approval from the Council for the Accreditation of Educator Preparation (CAEP).
- 6.2.4 The college/university issues Verification of Eligibility Certificates only to students who are members of the Seventh-day Adventist Church.
- 6.2.5 The education faculty in the teacher education program have academic qualifications and professional experiences appropriate to the courses taught.

6.3 STANDARDS FOR PROGRAM ENDORSEMENT

The Standards for Teacher Education Program Endorsement identify necessary areas of training unique to the goals and needs of the Seventh-day Adventist PK-12 education system. Seventh-day Adventist education is distinctive because it not only provides a strong academic program, but it also provides opportunities for students to develop spiritually, physically, and socially. Prospective teachers must have this specialized training to accomplish the important goals of Seventh-day Adventist education.

TEACHER EDUCATION PROGRAM ENDORSEMENT

6.3.1 Standard 1 — Religious Preparation

To broaden the candidate's understanding of the Bible, the program includes a study of Seventh-day Adventist Church history, Spirit of Prophecy, doctrinal beliefs, and biblical content studies.

6.3.2 Standard 2 — Methodology for Teaching Religion

To develop the candidate's skill for teaching religion curriculum, methods of instruction in religion shall be a part of the teacher education program for all elementary education students and for those students preparing to teach religion courses at the secondary level.

6.3.3 Standard 3 — Principles and Philosophy of Seventh-day Adventist Education

To foster an understanding of the ministry of teaching, the teacher education program includes a study of the philosophy of Seventh-day Adventist education and integrates these principles throughout the professional education curriculum.

6.3.4 Standard 4 — Principles of Healthful Living

To enable the candidate to instruct and model healthful living, the program includes a study of principles and concepts of health and wellness, including those found in the Bible and writings of Ellen G. White, that contribute to the well-being of the whole person.

6.3.5 Standard 5 — Experiences in Multigrade Classrooms

To ensure the candidate's ability to teach in a multigrade classroom, the program for elementary education students includes instruction and experiences in a multigrade classroom of two or more grades, preferably in a small school with three or fewer teachers.

6.3.6 Standard 6 — Introduction to Seventh-day Adventist Curriculum Resources

To acquaint the candidate with NAD-approved textbooks and other curricular materials used in Seventh-day Adventist schools, the program includes an introduction to such materials in appropriate education courses.

6.3.7 Standard 7 — Experience in Seventh-day Adventist Schools

To affirm the preparation of the candidate for the ministry of teaching, the program provides for teaching experiences in a Seventh-day Adventist school.

TEACHER EDUCATION PROGRAM ENDORSEMENT

6.4 TEACHER EDUCATION ENDORSEMENT PROCESS

- 6.4.1 A college/university, in preparation of having its teacher education program endorsed by the NAD Certification Officers Council, will submit a written report to the North American Division Office of Education (NADOE) indicating how the preconditions and standards for NAD-endorsed teacher education programs are being met.
- 6.4.2 A one- or two-day on-campus visit will be arranged by NADOE with the college/university. The visiting team will consist of up to three official members, one member of NADOE, one college or university education chair/dean appointed by NADOE, and one additional PK-12 leader. The team's purpose is to gather evidence that the Precondition Requirements and Standards for Program Endorsement have been met. The visiting team will prepare a recommendation concerning program endorsement for submission to the North American Division Certification Officers Council.
- 6.4.3 The NAD Certification Officers will review all reports/recommendations and take official action on teacher education program endorsement. Teacher education programs are endorsed for six-year terms. Official action will be reported to the chair/dean of the college/university teacher education program and to the respective institutional leaders.
- 6.4.4 If the teacher education program is found to not be in compliance with all standards and preconditions, the college/university will have two years to implement the recommendations in order to reach compliance. Before the end of the second year, a report will be sent to NADOE and an on-site visit scheduled, if deemed necessary. The college/university report along with any visiting team recommendation will be reviewed by the NAD Certification Officers. If the program is found to be in compliance, endorsement will be extended to the end of the six-year period. If it is found to not be in compliance, the program will be dropped from the list of endorsed programs.
- 6.4.5 Teacher education programs are endorsed for a six-year period. Endorsement must be renewed at the end of that period. The college/university will submit a report to NADOE and an on-campus visit will be scheduled during the sixth year of the program's endorsement.
- 6.4.6 If substantive changes (i.e., program realignment to meet new state/provincial requirements) are made in the program within the six-year period of endorsement, a report of these changes is to be sent to NADOE by the college/university. An on-site visit will be scheduled and recommendations made to the NAD Certification Officers, as deemed necessary.
- 6.4.7 Refer to the *Teacher Education Endorsement Program Handbook* for complete information regarding the teacher education endorsement process.

INDEX

INDEX

Administrator Certificate 2.4	16
Basic Teaching Certificate 2.1	10
Certification 1.2	6
Alternative Teaching Certificate 5.1	38
Conversion 4.2	32
Expiration Date 4.3	33
Review Committee 1.2.4	6
Review Committee Members 4.1	32
Record 4.6	33
Conditional Teaching Certificate 2.7	20
Correspondence School 4.4	33
Denominational Certification 2.1	10
Designated Subjects/Services Certificate 2.5	17
Distance Learning 4.4	33
Endorsement, Administrator 3.4	29
Principal 3.4.1	29
Supervisor of Instruction 3.4.2	29
Superintendent of Schools 3.4.3	30
Endorsement, Professional 3.3	27
Curriculum and Instruction Specialist 3.3.1	27
Educational Technology Specialist 3.3.6	28
Media Specialist 3.3.2	27
Reading Specialist 3.3.3	27
Small School Specialist 3.3.4	27
Special Education Specialist 3.3.5	27

Endorsement, Regular 3.1	22
Elementary 3.1.1	22
Secondary 3.1.2	23
Endorsement, Specialty 3.2	24
Endorsement, Specialty 3.2	24
Computer Applications 3.2.9	26
Computer Science 3.2.10	26
Counseling/Guidance 3.2.6	25
Educational Technology 3.2.11	26
English as Second Language 3.2.7	25
Kindergarten 3.2.3	25
Librarian 3.2.4	25
Media Director 3.2.4	25
Pre-Kindergarten 3.2.2	24
Reading 3.2.5	25
Special Education 3.2.8	25
Extension School 4.4	33
General Requirements	
Administrator Certificate 2.4.2	16
Basic Teaching Certificate 2.1.2	10
Conditional Teaching Certificate 2.7.2	20
Designated Subjects/Services Certificate 2.5.2	17
Professional Teaching Certificate 2.3.1	14
Standard Teaching Certificate 2.2.1	12
Legal Name 4.5	33
Multigrade Classroom 3.3.4, 6.3.5	27, 41
Overseas Teachers 4.12	36
Professional Activity Credits 4.7	33
Professional Teaching Certificate 2.3	14
Reciprocity of Certification 1.2.3	6

INDEX

Reinstatement of Expired Certificates	
Administrative Certificate 2.4.5	17
Basic Teaching Certificate 2.1.4	11
Professional Teaching Certificate 2.3.4	15
Standard Teaching Certificate 2.2.4	13
Renewal of Certificates	
Administrator Certificate 2.4.4	16
Conditional Certificate 2.7.3	20
Designated Subjects/Services Certificate 2.5.3	19
Professional Certificate 2.3.3	15
Standard Certificate 2.2.3	12
Revocation of Certificate 1.4.2, 4.10	8, 36
Scholarship 1.4.4	8
Standard Teaching Certificate 2.2	12
Student Teaching 2.1.2.b, 4.9	10, 36
Student Teaching Deficiency 4.9	36
Subjects/Services Certificate 2.5	17
Substitutions 4.11	36
Suspension of Certificate 1.4.2, 4.10	8, 36
Teacher Education Program	
Approval Process 6.4	42
Introduction 6.1	40
Preconditions 6.2	40
Standards 6.3	40
Technology — see Educational Technology 1.5	8
Waiver 4.11	36

Contact your local union office with questions

Atlantic Union Conference
PO Box 1189
South Lancaster, MA 01561
978-368-8333
www.atlantic-union.org

Columbia Union Conference
5427 Twin Knolls Road
Columbia, MD 21045
410-997-3414
www.columbiaunion.org

Lake Union Conference
PO Box 287
Berrien Springs, MI 49104
269-473-8271
www.lakeunion.org

Mid America Union Conference
PO Box 6128
Lincoln, NE 68506
402-484-3015
www.midamericaadventist.org

North Pacific Union Conference
5709 N. 20th Street
Ridgefield, WA 98642
360-857-7000
www.npuc.org

Pacific Union Conference
PO Box 5005
Westlake Village, CA 91359
805-413-7314
adventistfaith.com

Seventh-day Adventist Church in Canada
1148 King Street, East
Oshawa, Ontario, Canada L1H 1H8
905-433-0011
www.catnet.adventist.ca

Southern Union Conference
PO Box 923868
Norcross, GA 30010
770-408-1800
www.southernunion.com

Southwestern Union Conference
PO Box 4000
Burleson, TX 76097
817-295-0476
www.southwesternadventist.org





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North American Division Office of Education
9705 Patuxent Woods Drive
Columbia, MD 21046
443-391-7200



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